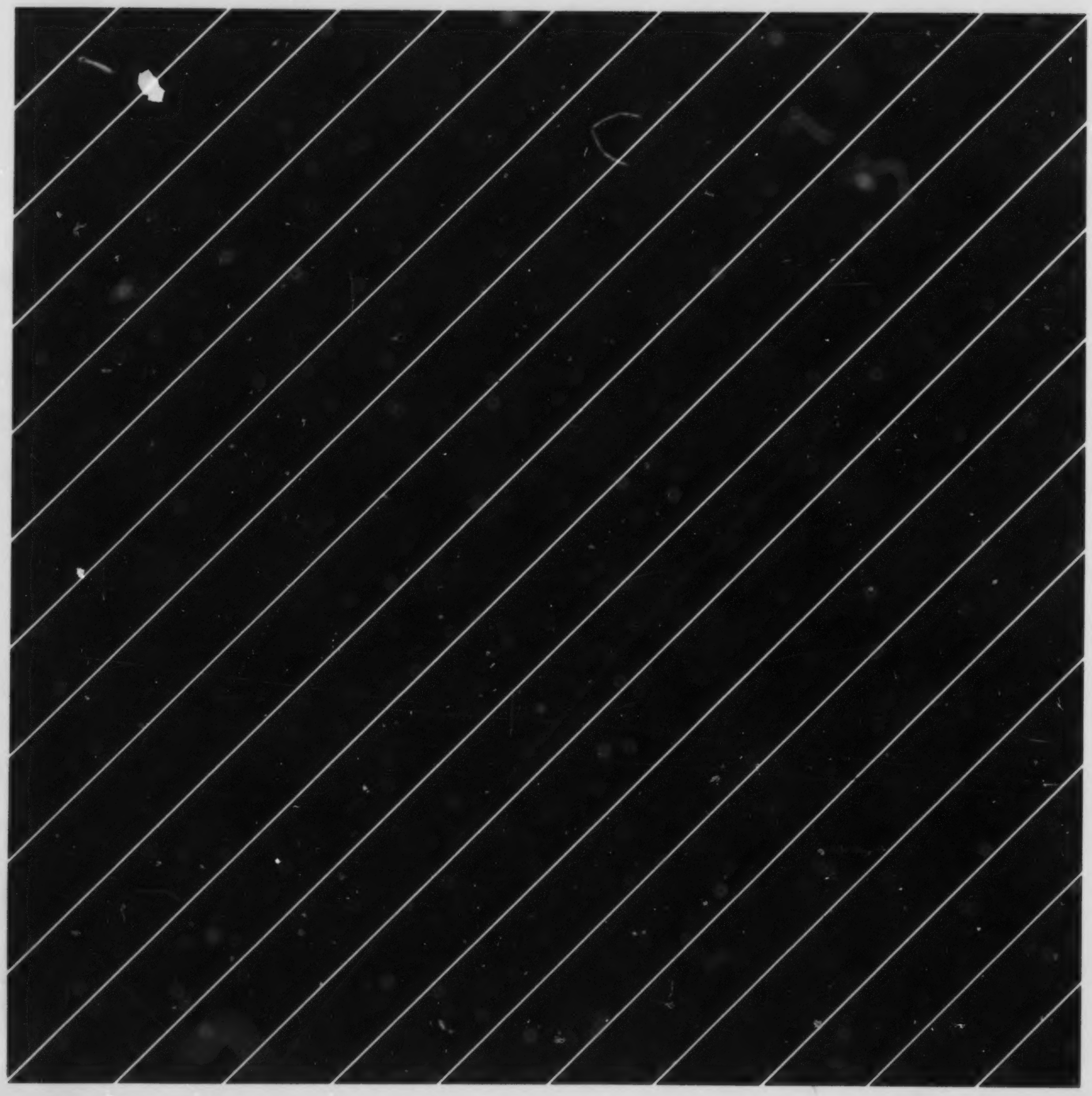
Government of Canada Gouvernement du Canada

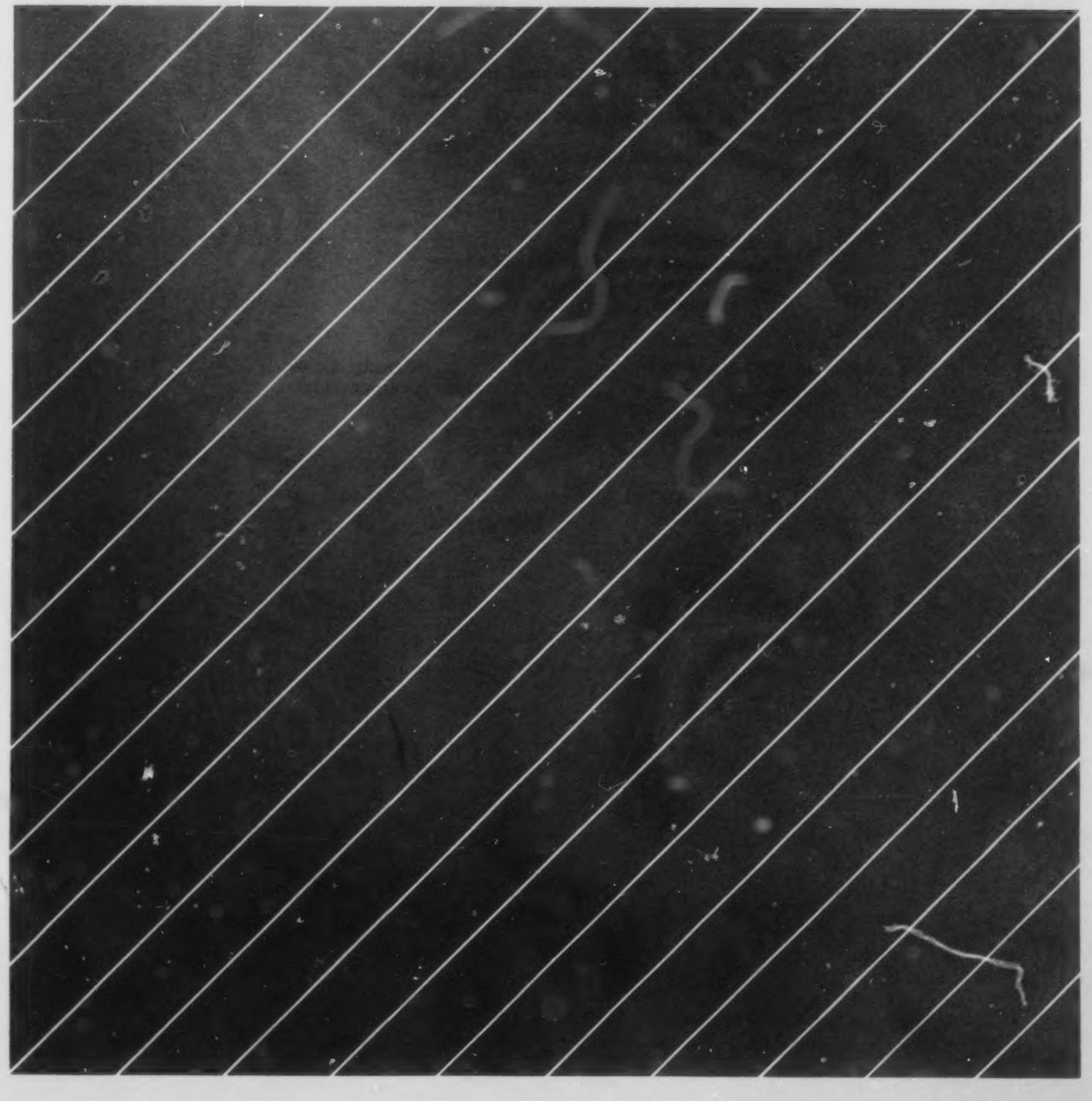
Access to Information Act

Access
Register 1986



Canada

Access
Register 1986



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Introduction

The Access Register – what it is

The Access Register, hereafter referred to as the Register, is an annual publication of the federal government. Required under the Access to Information Act, the Register provides a current description of information held by those federal government departments, agencies and Crown corporations which are affected by the Act.

The Access Register – a tool

The Access Register is designed to help members of the public exercise their rights under the Access to Information Act. Formal request for information made under the Access to Information Act should be made on an Access to Information Request Form. Copies of this form are included in the green display box with the Register.

Government institutions may give you access to the information held in their files without a formal request under the Access to Information Act. You may wish to request the information informally by telephoning or writing to the appropriate institution before you make a formal request.

If you are seeking access to personal information about yourself, use the Privacy Act. This Act governs access to personal information, and you may use it to gain access to information about yourself. The Index of Personal Information provides guidance on how to apply for access to personal information.

The Access to Information Act

Passed by Parliament in July 1983, the Access to Information Act is the law which gives Canadians (Canadian citizens and permanent residents of Canada within the meaning of the Immigration Act, 1976) the right to have access to information held by the federal government.

Most information is available to the public. Information already published, and which is easily accessible through libraries, public affairs offices, museums, and publicly accessible computer enquiry systems is not generally available by formal request under the Access to Information Act. If you apply for such information, you will likely be referred to another source, such as a library or bookstore. There are other exceptions:

- information collected by non-federal institutions, such as provincial and municipal governments, and by some private institutions; and
- information damaging to defence, external relations, the economy, or law enforcement, and confidential business information.

Information directly connected with Cabinet, including Cabinet papers or records of decision, is excluded from access under the Access to Information Act.

Using the Access Register

Once you are familiar with the organization of the Access Register, it's easy to use. Before you start, it's worth spending a few minutes reading the description of the major sections of the Register, along with the step-by-step approach.

A. Important Terms to Understand Before You Use the Register

Access Co-ordinator

Within each institution covered by the Access to Information Act, an Access Co-ordinator is designated to handle all requests for information made under the Act. This person is also available to answer questions concerning your application or the information you want to see.

Chapter

Section IV of the Register consists of more than 100 chapters; one for each institution covered by the Access to Information Act. The format and general contents of each chapter is described below under "B. Organization of the Register".

Class of Record (CoR)

This is the term used to describe clusters of similar types of information held by institutions. The information within a Class of Record may be stored in the form of letters, reports, microfilm, computer tapes or disks, to name a few. The grouping of information into a Class of Record is based on subject matter.

Class of Record Number

The Class of Record (CoR) number is the number which, in addition to the name of the CoR, precisely identifies that CoR. The format of each CoR number is the same. For example:

DOC/ PPI-260

DOC = the institutional identifier for the Department of Communications

PPI = the identifier for the Policy Planning and Public Interests Branch of the Department of Communications

260 = the identifier for the precise Class of Record called "Canadian Content and the Incentive Policy Information"

Standard Class of Record

Some Classes of Records contain subject matter which is similar for all institutions, such as records on personnel, finance, purchasing and property control. Because of their broad nature, these "Standard CoRs" are described in Section II of the Index, rather than in each institutional chapter.

Deleted Class of Record

At the end of some chapters, there is a list of those CoRs which no longer exist. In cases where the information previously held in these CoRs is now held in other CoRs, the relevant CoR is listed beside each deleted CoR.

B. Organization of the Register

The Access Register consists of five major sections, each of which is briefly described below.

I Introduction

The main purpose of the introductory pages is to illustrate how to use the Register. Relevant background information about the Access to Information Act and the procedures for registering complaints are also included in this section.

II Standard Classes of Records

This section provides a description of information which is similar for each government institution, such as information on administration, finance, and materiel management.

III Subject Index

The Subject Index is easy to find — it consists of bright green pages located near the beginning of the Register. It is organized by both general and specific subjects, and provides an easy way of locating the specific CoR in which the required information is found. At the end of the Subject Index is a list of the unique institutional identifiers for all institutions in the Register.

IV Classes of Records by Department, Agency or Crown corporation

This is by far the largest section, consisting of more than 100 chapters. Chapters are organized alphabetically; there is one chapter for each government institution affected by the Access to Information Act.

Each chapter contains the following material, organized as presented below:

- an organization chart, which gives a graphic view of the major functions of the institutions, and which identifies the CoRs held by each;
- a description of the institution's programs and activities;
- information on how to access information from that institution; and
- a listing, in numerical order, of the CoRs maintained by the institution.

V Cross-Reference Index of New and Former Identifiers

The last section of the Register is a cross-reference index which relates the current CoR numbers to those used in 1985. Only those CoRs that have changed since 1985 appear in the cross-reference index.

C. Getting the Most Out of the Register: A Step-by-Step Approach

The following paragraphs are intended to help those who are unfamiliar with the Register learn how to use it quickly and effectively. It may also be useful as a "refresher" for those who use the Register only occasionally.

To illustrate the process, an example is followed through from beginning to end of this eight-stage process.

The Example

You are interested in the Canadian film industry. Perhaps you are a film student, or an avid movie fan who wants to know more about the Canadian government's policies of supporting Canadian-made films.

More specifically, you would like copies of any reports commissioned by the federal government concerning the government's policy on supporting Canadian film productions since 1980. You turn to the Access Register for help.

1. Prepare Yourself

If you think that the material you want might be published and available through a bookstore, library or other institution, you should consider writing to or telephoning the Access Co-ordinator in the appropriate institution to enquire about that before you use the Register. You might save yourself both time and money by following this preliminary step.

Once you decide to use the Register, you will need the Access to Information Request Form, located in the green display box with this Register.

2. Identify the Appropriate Department/Agency/Crown corporation

If you know which institution holds the information you want, proceed to Stage 3. If not, you should use the Subject Index to help.

The Subject Index contains key words which relate to a wide range of subject matter found in the various classes of records held by government institutions. It's easily recognized by the bright green colour of its pages.

The Example

. . . when you look up "films" in the Subject Index, you see that there are many key words that relate it to that subject. Examination reveals that only a few relate directly to your particular interest — government policy concerning financial support of Canadian films. You can reduce your choice to several key words that interest you.

3. Note the Class of Record Number(s) You Want to Investigate

In the Subject Index, a CoR number is displayed beside each key word. If you plan to investigate more than one key word and CoR number, it's worth jotting the numbers down on a piece of paper before beginning your investigation.

The Example

. . . the key words and corresponding CoR numbers you would likely include are . . .

Films and video	
Canadian content, policies on	DOC/PPI-260
conferences and special projects	NFB/COM-015
grants	CAC/MAS-085
policies concerning film industry	DOC/ACF-220

4. Locate the Appropriate Chapter

As described earlier, the first three letters of the CoR number identify the federal institution that holds the information. If you can't tell from the three letters which institution it is, refer to the Listing of Unique Institutional Identifiers, located at the end of the Subject Index. At the beginning of Section IV, "Classes of Records by Department, Agency or Crown corporation", a chapter number is listed beside each institution's proper name.

The Example

. . . you have three different identifiers, which, when located in the Listing of Unique Institutional Identifiers, indicate to you the proper names for the institutions. Then you may look them up in the Chapter Index:

Departments, Agencies, Crown corporations:	I.D.	Chapter
Canada Council	CAC	35
Communications, Department of	DOC	33
National Film Board	NFB	64

5. Find the Class of Record Description

Once you have identified the Chapter(s) you require, turn to them to locate the description for each Class of Record held by that institution. The organization chart at the beginning of the chapter will show you how the CoRs are distributed among the institution's various administrative units. Each chapter has its own internal page numbering system.

The Example

. . . one of your CoR numbers is found in Department of Communications, Chapter 33. Turn to Chapter 33, skim past the organization chart, the information on Programs and Activities, to the section titled Classes of Records. Look through the CoRs — organized in numerical order — for the one in which you are interested : DOC/PPI-260.

6. Read the CoR Description

In some cases, a quick read through the description will help you determine if this is the CoR you want, or whether you should move on to another.

The Example

. . . when you read the description of DOC/PPI-260, you will see that it likely does contain some of the information you are after. You may still wish to check the other CoRs you noted.

7. Complete the Access to Information Request Form

If possible, use the Request Forms available with this Access Register when making a request for information, following the instructions on the form.

If you don't use a form, you may submit your request in writing on a sheet of paper. You must state clearly that you are requesting information under the Access to Information Act, and include the following vital information:

- the name of the government institution holding the information your require;
- the CoR number(s) you are interested in;
- a description (as specific as possible) of the records you would like to see;
- your preferred method of viewing the records (e.g. do you want to: receive copies of the original documents; view the originals in the government office where they are located; or use some other method?);
- complete identification: your name, street address, city or town, province or territory, postal code, telephone number(s), and your signature;
- the date of the request.

The Example

. . . a sample of a completed form for the example we have followed appears at the end of the Introduction.

8. Enclose Payment of $5 with Your Application

A fee of $5, made payable to the Receiver General for Canada, must be enclosed with each application made under the Access to Information Act. For this minimum fee, up to five hours of time will be spent in searching, retrieving and preparing information related to your request. You will be notified before any additional expenses are incurred (including copying charges, computer fees, and time in excess of five hours), and you may be asked to make a deposit.

The mailing address and telephone number of the Access Co-ordinator for each government institution appears under the heading "Access Procedures" in that institution's chapter.

Once You Have Made a Request

Under the Act, you should be contacted within 30 days of the government institution receiving your request. One of two scenarios will apply:

- Your request is accepted:
  - if the information you requested is available to you under the Act, you will either receive it, or receive word that it is being processed. If necessary, you may be given a fee estimate for work in excess of five hours and computer and/or copying expenses required to process your request. If your request requires major research or processing, you may be notified that an extension past 30 days is required to process it.
- Your request is denied for one of two reasons:
  - the information you requested does not exist; or
  - it is exempt or excluded from the provisions of the Access to Information Act. In this case, you may wish to take further action. Refer to the complaint procedure outlined below.

Other Information

Help

If you need help using the Access Register or the Request Form, or if you would like assistance in determining whether the information you want is available to you under the Act before you make a formal request, you should contact the Access Co-ordinator in the government institution you think holds the information you want. Addresses and telephone numbers for each Access Co-ordinator are found under the heading "Access Procedures", in each chapter.
More general information about the Access to Information Act and the Privacy Act may be obtained by contacting:

Communications Division
Treasury Board of Canada
9th Floor, L'Esplanade Laurier
East Tower - 140 O'Connor
Ottawa, Ontario
K1A 0R5

Telephone (613) 957-2400

Complaint Procedure

If you feel that your request was processed too slowly or was too costly, or that your request was wrongly denied, you may complain in writing to:

The Office of the Information Commissioner
Place de Ville, Tower B
14th Floor, 112 Kent Street
Ottawa, Ontario
K1A 1H3

The Information Commissioner will investigate your complaint and make recommendations to the institution as to the validity of your complaint. If you are still not satisfied with the results, you may take your case to the Federal Court within 45 days of receiving the Commissioner's report.

Government of Canada
Gouvernement du Canada

Access to Information Act

Access to Information Request Form

For official use only

Use of this form will help speed your access to *records* under the Access to Information Act. Requests for federal government *information* can ordinarily be made by means of a telephone call, a visit, or a written request to the appropriate government information office. There is a fee of $5.00 for making a formal request under the Access to Information Act.

STEP 1: *Decide exactly what information you want* – You can facilitate the search for records and reduce fees by defining as narrowly as you can the particular records you are looking for

STEP 2: *Consult the Access Register* – The register contains descriptions of government records, their probable location and other information which will likely assist you in identifying the particular records you wish to see. A copy of the Access Register is available at major libraries, post offices, and government information offices.

STEP 3: *Ask for assistance if necessary* – If you are unable to identify the records you are looking for in the Access Register, contact the Access Co-ordinator of the appropriate department, either in person, by telephone or by letter at the address shown in the Register. The Co-ordinator will assist you in identifying the records.

STEP 4: *Complete this Request Form*, providing as many specific details as you can about the desired records, such as

- subject, title and date;
- specific events, activities, individuals, corporations, products, reports, meetings, decisions, agreements, etc., of interest in the records;
- the number and title of the appropriate class of records, as listed in the Access Register.

STEP 5: *Send in the completed Request Form or written request with an application fee of* $5.00, payable by money order or cheque to the Receiver General of Canada, to the appropriate officer identified in the Access Register. Unless you have already indicated what you are willing to pay for, you will be asked to authorize any fees that may be charged before the work is completed.

Federal Government Department, Agency or Crown Corporation Department of Communications

Identification number and title of class(es) of record(s) (see step 2)
DOC/PPI-260 Canadian Content and Incentive Policy Information

Description of records and topics of interest (see step 4)
I would like to see all information (prepared since 1981) on federal government policy concerning financial support to Canadian-produced films.

I wish to:
☐ Receive copies of the original ☒ Examine original in government office ☐ Other method (please specify)

Identification of applicant
Name

Street address, apartment **City or town**

Province, territory or other **Postal Code** **Telephone number(s)**

I have a right of access to government records under the Access to Information Act by virtue of my status as a Canadian citizen, a permanent resident within the meaning of the Immigration Act, 1976, or by Order of the Governor in Council pursuant to subsection 4(2) of the Access to Information Act.

Signature Date

Français au verso

TBC 350-57 (Rev. 85/8)

II. STANDARD CLASSES OF RECORDS

Standard Classes of Records

The following section describes the subject matter of certain records which are comon to most federal departments and agencies, such as personnel records, financial records, purchasing and property control records, materiel management and central services. Individuals seeking access to the Standard Classes of Records of a particular institution, should forward their access requests to the address given under the Access Procedures heading of the appropriate chapter.

901

Administration

Description: Administration generally; accidents generally; motor vehicle accidents; agreements; appreciation; complaints and enquiries; associations, clubs and societies; audit, review and evaluation; badges, emblems and flags; bilingualism and biculturalism; cafeterias and eating facilities; campaigns and canvassing; ceremonies and celebrations; circulars, directives and orders; committees; conferences, meetings and symposia; corporations, companies and firms; emergency measures; inventions, patents and copyrights; licences and permits; parliamentary matters; plans and programs; reports and statistics; visits and tours.

902

Acts and Legislation

Description: Acts and legislation — general, departmental, federal, foreign and provincial.

903

Administration and Management Services

Description: Administrative and management services generally; correspondence management; duplication services; electronic data processing; forms management; information services; legal services; library services; mail, messenger and postal services; management services; records management; security services; telecommunications; travel and transportation services; secretarial, typing and word processing services; translation services.

904

Co-operation and Liaison

Description: Co-operation and liaison generally and at the federal, international, provincial, university, college and school levels.

905

Buildings and Properties

Description: Buildings and properties generally; accommodation; accounting and inventories; planning and requirements; reports and statistics.

906

Buildings

Description: Buildings generally; acquisition; alterations and repairs; construction; contracts; damages; disposal; fires and fire prevention; and maintenance.

907

Lands

Description: Lands generally; acquisition; concessions; development; disposal; fencing; flood control; landscaping; parking areas; roads; streets and sidewalks.

908

Utilities

Description: Utilities generally; air conditioning; electric power; water and sewage; garbage disposal; gas and oil; heating; lighting; plumbing and ventilation.

909

Equipment and Supplies

Description: Equipment and supplies generally; accountability and inventories; catalogues; clothing; disposal and surplus; food; forms; fuels; laboratory; loans; maintenance and repairs; price lists and stationary.

910

Furniture and Furnishings

Description: Furniture and furnishings generally; beds and bedding; chesterfields and sofas; drapes; filing cabinets; household and office furniture and furnishings; and pictures.

911

Office Applicances

Description: Office appliances generally; calculators; data processing hardware; duplicating equipment; photographic and microfilming equipment; recorders and typewriters.

912

Procurement

Description: Procurement generally; contracts; local purchase orders; procedures and regulations; requisitions and standing offer agreements.

913

Vehicles

Description: Vehicles generally; air, land and water vehicles; insurance; maintenance and repairs; operating standards; registration and licences.

914

Finance

Description: Finance generally; agreements and arrangements; allotments and transfers; allowances; banks and banking; cheques; claims; contracts; currency; encumbrances; expenditures; fees; funds; revolving funds and working capital advances; grants; signing authorities; taxes and travel allowances; and expenses.

915

Accounts and Accounting

Description: Accounts and accounting generally; cash accounts; accounts payable; accounts receivable; and standing advances.

916

Audits

Description: Auditor General reports and internal audit reports.

917

Budgets

Description: Budgets generally; estimates and supplementary estimates; and program forecasts.

918

Personnel

Description: Personnel generally; accidents and injuries; appointments; attendance; awards and honours; Corps of Commissionaires; establishment; hours of work and overtime; leave and holidays; promotions and reclassifications; regulations and directives; reports and statistics; retirements; and separations.

919

Classification of Positions

Description: Classification generally; audits; category and group; individual positions; and standards.

920

Employment and Staffing

Description: Employment and staffing generally; applications; casual and term employees; competitions; programs; recruitment; requests for staffing action; and summer students.

921

Human Resources

Description: Human resources generally; career management; inventories; performance appraisal; reports and statistics; requirements and utilization.

922

Occupational Health, Safety and Welfare

Description: Occupational health, safety and welfare generally, counselling; health units; medical examinations; nursing services; recreation and sports; and surveys.

923

Official Languages

Description: Official languages generally; identification and designation of bilingual positions; language requirements program; recruitment; and replacements.

924

Pensions and Insurance

Description: Pensions and insurance generally; superannuation plans; Canada Pension Plan; Québec Pension Plan; reciprocal transfer agreements; federal, provincial and private hospital and medical insurance plans; death benefit plan; disability insurance and unemployment insurance plans.

925

Salaries and Wages

Description: Salaries and wages generally; acting pay; deductions; pay rates; pay system; performance and senior merit pay; regulations; salary revisions; and severance pay.

926

Staff Relations

Description: Staff relations generally; adjudication; bargaining agents; collective agreements and interpretations; discipline; grievances; managerial and confidential exclusions; and union relations.

927

Training and Development

Description: Training and development generally; attendance; course content; course evaluations; individual courses; language training; nominations; plans; schedules and directives; and types of courses.

III. SUBJECT INDEX

A

Key Words	CoR No.
Aboriginal Representative Organizations Program	SSC/CCP-070
Aboriginal Women's Program	SSC/CCP-070
Abortion	
studies	NHW/HSD-275
studies and hospital committees	NHW/HSD-305
Academics in Canada, foreign	EIC/IMM-126
Accelerators	
facilities	AEC/DRR-080
particle	AEC/DRR-075
Access to information and privacy	
Acts, general	RIE/ACC-285
Acts, Task Force information	TBS/APB-228
advisory and ad hoc committees	TBS/ABP-130
agreements for collection and data sharing	STC/DAC-615
Canada Mortgage and Housing	CMH/GCC-040
Correctional Service Canada	CPS/COM-020
Customs and Excise	RCC/CAE-440
disclosures under (RCMP)	CMP/AIP-145
legislation, policy and procedures, Health and Welfare	NHW/ISP-365
legislative policy and research (RCMP)	CMP/AIP-140
policies and procedures, Transport Canada	DOT/DSE-050
policy and guidelines, Employment and Immigration	EIC/SEC-040
policy and procedures, Health and Welfare	NHW/SAP-030
policy development, Treasury Board	TBS/APB-145
request statistics, Canada Mortgage and Housing	CMH/GCC-040
requests to Department of Justice	JUS/DMO-045
requests to Treasury Board, Information	TBS/SEC-005
requests to Treasury Board, Privacy	TBS/SEC-010
Statistics Canada	STC/DAC-615
Access to Information and Privacy, Task Force on	TBS/APB-228
Accidents	LAB/OSH-230
aircraft	DND/FSD-090
DND mobile equipment	DND/JAG-005
in the workplace, statistics	OHS/TES-030
involving explosives	DND/AMD-695
marine, information/investigation	DOT/MCI-150
maritime	DND/MDO-175
NCC	NCC/SEC-01
prevention, Canadian Forces	DND/GSD-100
railway	CTC/RTC-020
statistics/work-related time-loss	STC/LAB-077
Accommodation	
federal, design and construction of	TBS/APB-090
Accounting administration	
control of expenditures, federal	OCG/PDB-045
control of revenue and accounts receivable, federal	OCG/PDB-050
federal government	DSS/MOS-130
Accounting records	
Bank of Canada	BOC/COM-340
Accounting statistics	
excise tax	RCC/EPE-040
Accounts and accounting (standard class of records)	
see institution identifier with 915, if available, in chapter concerning relevant institution	

Key Words	CoR No.
Accounts, national	
field operations	STC/NAC-225
records	STC/GNP-230
Acid rain	
control strategies	DOE/CAP-245
environmental assessment	EMR/EVA-060
research projects	DOE/AES-315
Acoustics research	NRC/DPH-510
Actors	
statistics	STC/ECT-195
Acts and legislation (standard class of records)	
see institution identifier with 902, if available, in chapter concerning relevant institution	
Actuarial services	
employer-sponsored pension plans	INS/ACT-020
government insurance and pension plans	INS/ACT-015
maximum tax actuarial reserves	INS/ACT-025
Adjudication	
Canada Labour Code/unjust dismissal	LAB/ASB-045
Administration (standard class of records)	
see institution identifier with 901, if available, in chapter concerning relevant institution	
Administrative and management services (standard class of records)	
see institution identifier with 903, if available, in chapter concerning relevant institution	
Administrative data development	
studies	STC/SAD-550
Administrative tribunals	
inventory	STC/CCJ-150
Adoption	
benefits, eligibility for	EIC/INS-165
foreign children	EIC/IMM-065
Advertising	
complaints against misleading	CCA/BCP-120
federal government	DSS/CUI-205
foreign and domestic investment	ICA/DEV-195
investment	ICA/DEV-200
legal metrology	CCA/BCA-050
on radio and television	CRT/BRO-015
practices that contravene CRTC policy	CRT/LEG-150
Aerial photographs	
National Capital Region	NCC/PRB-056
Aerial survey database	EMR/SMB-430
Aerodromes, DND	DND/IPC-120
Aerodynamics	
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low speed, research	NRC/NAE-480
Aeromet Facility Instrumentation	DOE/AES-345
Aeronautical charts	
publishing and sale	EMR/SMB-420
Aeronautical products, civil	
safety and approval	DOT/DAB-110
Aeronomy Newsletter	NRC/HIA-355
Aerospace industry see Space industry	DOC/RES-182
Affirmative action	
in the private sector	EIC/EMP-485
in the workplace	ASW/RES-015
women's program	SSC/CCP-055
Africa	
Canadian aid	IDA/BCD-565

Key Words	CoR No.
Africa, East	
Canadian aid	IDA/BCD-460
Africa, Southern	
Canadian aid	IDA/BCD-450
African Development Bank (AfDB)	
Canadian involvement	IDA/MVP-195
policies and programs	FIN/IFD-645
African Development Fund (AfDF)	
Canadian involvement	IDA/MVP-195
policies and programs	FIN/IFD-645
Agence de coopération culturelle et technique	
Canadian involvement	IDA/MVP-120
Agri-food industry	
marketing advice	DOA/MAE-265
strategic issues	DOA/SDM-410
Agricultural and Rural Development Act	FIN/EDD-450
Agricultural Employment Advisory Boards, local	EIC/EMP-365
Agricultural products (see also Agriculture; Farming)	
commodity market research	DOA/MAE-310
distribution and transportation	DOA/MAE-295
economic factors relating to supply, demand and pricing	DOA/MAE-315
engineering technology	DOA/RER-235
export control	DOA/FPI-160
export information	DOA/MAE-275
import control	DOA/FPI-155
market information	DOA/MAE-260
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processing	DOA/MAE-290
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Agriculture (see also Agricultural products; Farming)	
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international organizations/food aid	IDA/MVP-175
international research/policies	IDA/MVP-155
international trade policy	DEA/EFB-070
land research	DOA/RER-195
liaison with industry and major NGOs	DOA/SDM-380
liaison with international organizations	DOA/SDM-375
Local Agricultural Employment Advisory Boards	EIC/EMP-365
market forecasting	DOA/MAE-310
marketing policy	FIN/EDD-485
Mexican seasonal workers	EIC/EMP-365
negotiations with agricultural organizations	EIC/EMP-365
policy development	FCC/ADM-005 FIN/EDD-480
price support	FIN/ECC-490
production costs and prices	FIN/EDD-490
public relations, Department of Agriculture	DOA/COM-335
publications, Department of Agriculture	DOA/COM-340
regional development	DOA/RDB-495
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research support services	DOA/RER-230
rural transition	EIC/EMP-365
staffing of overseas agricultural projects	DOA/SDM-395
statistics and economics	FCC/ADM-045
status of women activities related to	DOA/RDB-500
technology research	DOA/RER-250
trade policy issues	DOA/MAE-300
trade statistics	DOA/MAE-305
water and climate research	DOA/RER-200
Aid, international see Assistance, international development	
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Air cushion vehicles (ACV)	
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technology research	NRC/DME-400
Air force see Defence, national	
Air navigation	
systems and aids requirements	DOT/AAN-070
Air passenger control	RCC/CPE-290

Key Words	CoR No.
Air quality	
building standards	CMH/PDR-195
measurement instruments	DOE/CAP-235
mobile sources of pollution	DOE/CAP-215
pollutants	DOE/CAP-240
pollution control	DOE/CAP-255
pollution research	NRC/DCH-200
research	DOE/AES-310 DOE/AES-315
surveillance monitoring	DOE/CAP-250
Air regulation infractions	DND/ADO-240
Air regulations and navigation orders	
enforcement policy and procedure	DOT/DEL-125
Air shows	DND/ISD-060
Air traffic	
control, Canadian Forces	DND/ADO-245
forecasts	DOT/COD-300
operations	DOT/DIC-095
services	DOT/DAT-075
Air traffic controllers	
licensing	DOT/DIC-105
Air transportation	
forecasts	DOT/COD-300
free and reduced-rate	CTC/ATC-145
prices and conditions of carriage	CTC/ATC-150
tax pending legislation	RCC/EPE-080
transport statistics	STC/TRA-395
Air weapons safety	DND/ADO-250
Aircraft	
accidents and investigations, Canadian Forces	DND/FSD-090
bird hazards	DOE/CAP-150
flight safety, Canadian Forces	DND/FSD-095
inspections, operations and types	DOT/DIC-100
operated by Transport Canada	DOT/AAA-090
safety and approval/civil	DOT/DAB-110
stability research	NRC/NAE-500
tax rulings	RCC/EPE-005
Airlines, commercial	
operations	DOT/DIC-095
Airports	
and ports/operation appraisal	RCC/CPE-165
civil heliports and STOL	DOT/AAG-085
customs inspection	RCC/CPE-290
forecasts	DOT/COD-300
navigation systems	DOT/AAN-070
policing	CMP/PRO-151
policing, RCMP	CMP/OPD-300
security	DOT/DAX-120
Alarm and protective devices	
product control	CCA/BCA-075
Alaska Highway Gas Pipeline see Pipelines	
Alberta Irrigation Rehabilitation Program	DOA/PFA-535
Alberta/Canada Energy Resources Research Fund (ACERRF)	EMR/DEX-040
Alcohol abuse	
information and community projects	NHW/HPD-320
Alcohol industry	
excise duties	RCC/EPE-075
ALERT system	RCC/CPE-350
Alexander Graham Bell Museum	NRC/DME-390
Algeria	
Canadian aid	IDA/BFD-610
Algology research	NRC/ARL-060
Alsands/Cold Lake project	FIN/EDD-525

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Alternate energy see Energy	
Amateur sports	
registration for taxation	RCT/LIA-056
Ammunition and explosives	DND/AMD-700
Angola	
Canadian aid	IDA/BCD-540
Animal disease	
diagnostic service and research	DOA/FPI-005
prevention and control	DOA/FPI-025
protection from	DOA/RER-210
stress-related	DOA/FPI-010
Animals	
care and health of, research	NRC/BSC-075
export testing and certification	DOA/FPI-020
humane treatment during transport	DOA/FPI-010
import control	DOA/FPI-015
pest protection	DOA/RER-210
physiology research	NRC/BSC-100
products, statistics	STC/AGR-460
research	DOE/CAP-130
Annuities, Canadian government	
actuarial services	EIC/INS-160
administration of	EIC/NSB-605
administration systems	EIC/SYS-545
Anonymous letters to government officials	CMP/IDD-120
Antenna theory research	NRC/DEE-260
Anti-dumping	
enforcement of rulings	RCC/CPE-230
international	FIN/IER-590
investigations, complaints	RCC/CPE-210
investigations, foreign offices	RCC/CPE-245
laws	CIT/CIT-010
policies and procedures	RCC/CPE-240
provisions, excise	RCC/CPE-145
rulings on appeals	RCC/CPE-225
Appeals	
anti-dumping and valuation rulings	RCC/CPE-225
customs assessment	RCC/CPE-330
proceedings before the Pension Appeals Board	PAB/PAB-005
public servants	PSC/AIB-005
Tariff Board decisions	RCC/EPE-090
tariff classifications	RCC/CPE-170
Appliances	
product control	CCA/BCA-075
Arbitration	
Canada Labour Code/industrial relations	LAB/ASB-040
disputes in dairy, fruit and vegetable industries	DOA/FPI-050
Archaeology	
Museum of Man, research	NMC/MMB-515
policy	NMC/CMS-005
preservation and study of sites	NMC/CMS-005
Architecture	
acquisition of records	PAC/NMC-055
government master specifications	PWC/PWC-020
international aid	IDA/RVP-740
NCC projects	NCC/DEB-022
selection for permanent retention	PAC/NMC-065

Key Words	CoR No.
Archives, national	
archival associations	PAC/PBR-010
federal government institutions, machine-readable information on	PAC/MRA-095
federal government records	PAC/FAD-015
federal government records, disposal of	PAC/RMM-180
federal government records, historical	PAC/FAD-025
Federal Records Centres	PAC/FRC-160
film, television, sound	PAC/FTS-030 PAC/FTS-040
film, television, sound, permanent retention of	PAC/FTS-045
films, videotapes, sound recordings, acquisition of	PAC/FTS-035
foreign material relevant to Canada	PAC/PPC-150
historical documents, acquisition and conservation	PAC/DAO-005 PAC/PPB-140
library, enquiries to	PAC/PPB-145
library, general information on	PAC/PPB-135
London and Paris offices	PAC/PPC-150
manuscripts, acquisition of	PAC/MAD-070
medals and heraldry, acquisition of records	PAC/PID-125
medals and heraldry, retention of records	PAC/PID-130
microfilm service	PAC/CMO-155
micrographic advisory services	PAC/RMM-185
micrographic standards	PAC/MSR-175
National Map Collection	PAC/NMC-050
National Personnel Records Centre	PAC/NPR-165
optical disc storage	PAC/ODA-190
paintings and drawings, acquisition of	PAC/PID-125
paintings and drawings, retention of	PAC/PID-130
personnel information, storage of	PAC/NPR-170
photographic services	PAC/PSD-195
photographs, acquisition and preservation of	PAC/NPC-100
photographs, enquiries concerning	PAC/NPC-105
photographs, historical	PAC/NPC-110
picture and medal conservation	PAC/PCD-200
picture division, information on	PAC/PID-115
pictures, enquiries concerning	PAC/PID-120
policy issues	DOC/ACA-225
records management	PAC/DAO-005
records management services	PAC/RMM-180
records, preservation and restoration of	PAC/RCD-205
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research	PAC/MAD-075
Arctic	
energy conservation for housing	EMR/CNP-225
environmental affairs	EMR/EVA-060
hydrocarbon transportation systems	NEB/ERW-030
Polar Continental Shelf, logistical support	EMR/PSP-445
Polar Continental Shelf Project	EMR/PSP-435
preservation of archaeology sites	NMC/CMS-005
scientific investigations	EMR/PSP-440
territorial lands under DIAND	INA/NAP-246
water pollution programs	DOE/CAP-270
Arctic Islands Liquified Natural Gas	
financial policy	FIN/ERP-420
Armed Forces Day	DND/ISD-060
Armed Forces see Canadian Forces	
Arms control and disarmament	
policy and positions	DEA/IFB-125
Art	
acquisition and preservation	PAC/PID-125
acquisition of collections	NMC/NGC-145 NMC/NGD-175
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acquisitions, National Gallery	NMC/NGF-240 NMC/NGH-290
acquisitions of prints and drawings, National Gallery	NMC/NGE-210
Artists' files, National Gallery	NMC/NGD-190
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correspondence with artists regarding acquisition of art	NMC/NGB-130
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information on artists and paintings, National Gallery	NMC/NGF-250
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loans to government departments, museums, universities	NMC/NGC-160
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photographic reproduction processes	NMC/NGD-170
preservation and restoration	PAC/PCD-200 PAC/PCD-200
product control of artists, supplies	CCA/BCA-075
publications, National Gallery	NMC/NGF-260 NMC/NGG-280
research and researchers, National Gallery	NMC/NGF-270
research, Canadian historical	NMC/NGB-120
restoration and conservation	NMC/NGA-100
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specific artists and paintings, National Gallery	NMC/NGF-250
statistics on artists	STC/ECT-195
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Art Gallery, National see Museums; National Gallery of Canada	

Key Words	CoR No.
Arts	
Artists' Directory	CAC/TOO-125
award case files	CAC/AAS-050
dance programs	CAC/DAS-055
evaluations	CAC/AAS-040
expert examiners	CPE/CPI-005
Explorations Program, activities of	CAC/EXP-065
Explorations Programs, applications to	CAC/EXP-070
export information	CPE/CPI-005
export permits, applications for	DOC/ACA-275
film programs	CAC/MAS-075
grants, enquiries on	CAC/AAS-025
grants, loans and tax certificates	DOC/ACA-275
grants, policy on	CAC/AAS-030
grants, short-term, travel and project cost	CAC/AAS-035
literary, reports and correspondence on	DOC/ACA-235
music programs	CAC/MUS-095
performing arts facilities	CAC/TOO-130
performing, reports and correspondence on	DOC/ACA-235
policy and information	CAC/ART-015
prizes and awards	CAC/ART-005
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service contracts	CAC/TOO-135
theatre programs	CAC/THS-105
Touring Office grants	CAC/TOO-140
Touring Office programs	CAC/TOO-115
venture capital fund	CAC/TOO-120
video programs	CAC/MAS-080
visual	CAC/VAS-145
visual, reports and correspondence on	DOC/ACA-235
writing and publications	CAC/WPS-160
Asian Development Bank (AsDB)	BOC/INT-225
Canadian involvement	IDA/MVP-210
policies and programs	FIN/IFD-645
Asian Development Fund (AsDF)	
Canadian involvement	IDA/MVP-210
policies and programs	FIN/IFD-645
Assiniboine River Diking Program	DOA/PFA-540
Assistance, emergency	
Canadian involvement in international	IDA/MVP-218
Canadian preparedness for international	IDA/MVP-219
international	IDA/YVP-025
Assistance, financial (see also Fellowships; Grants; Subsidies)	
administration of justice	JUS/PPR-035
African development	IDA/MVP-195
agricultural product support prices	DOA/ASB-595
Alberta irrigation works	DOA/PFA-535
amateur sports	NHW/FAS-415
Asia and the South Pacific	IDA/MVP-210
book publishers	DOC/PPP-250
businesses/native peoples	INA/EDP-066
Canada Assistance Plan	NHW/ISP-395
Canada Mortgage Renewal Plan	CMH/ISO-140
Canadian industries	RIE/XRO-335
Canadian studies	SSC/CCP-085
Caribbean	IDA/MVP-205
Caribbean and Latin America	IDA/MVP-200
CIDA and NGOs	IDA/SVP-220
CIDA, NGOs division of	IDA/SVP-250
CIDA/overseas projects	IDA/SVP-225
civilian and war veterans allowances	VAC/WVA-010
clubs, 4-H	DOA/RDB-450
consumer groups	CCA/BCA-040
cultural organizations	DOC/CIP-265
cultural property, loans	DOC/ACA-275
Assistance, financial (*continued*)	
dairy farmers	CDC/MOP-090
developing countries/World Bank	IDA/MVP-215
disabled student loans	SSC/ESP-010
drought-proofing	DOA/PFA-555
drug, alcohol and tobacco research	NHW/HPD-330
ethnic and visible minority community groups	SSC/CCP-050
family planning	NHW/HSD-280
farm improvement loans	DOA/RDB-465
farm loans to native peoples	FCC/ADM-125
farming	FCC/ADM-080 FIN/EDD-490
feed transport	DOA/RDB-475
ferry and coastal services	DOT/COD-280
film industry	CFD/ADM-020
fishing vessels, loans	DFO/FAA-095
fitness, to encourage	NHW/FAS-420
fruit and vegetable storage	DOA/MAE-255
grain producers	DOA/SDM-350
grants and loans to veterans	VAC/DVA-060
health research	NHW/ERD-335
health sciences/symposia	MER/PRB-112
health sciences/travel	MER/PRB-113
housing	CMH/PSO-050 CMH/PSO-055
housing and community planning scholarships	CMH/PDR-190
housing loans	CMH/GCC-005
housing technology	CMH/PDR-200
housing/native peoples	INA/ISP-026
housing/scholarships	CMH/PDR-190
human rights development	SSC/CCP-035
immigrant transportation loans	EIC/IMM-130
industrial technology	NRC/TTR-720
industry	NRC/TTR-710
job creation	EIC/CJS-301
Job Entry Program	EIC/CJS-294
labour education	LAB/ERC-205
learned journals	SHR/IRC-125
loan issues	BOC/SEC-050
loan programs of Finance department	FIN/ADM-790
loans, foreign	BOC/SEC-060
loans, guaranteed	BOC/DBO-280
loans, matured	BOC/SEC-055
management development/native peoples	INA/ISP-036
medical research	MER/PRB-030 MER/PRB-111
medical research scholarships	MER/PRB-065
mortgage interest deferral	CMH/ISO-135
mortgage rate protection	CMH/ISO-160
municipalities and provinces for residential land	CMH/PSO-085
municipalities for residential land	CMH/PSO-080
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native peoples/economic development	RIE/NED-325
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official languages, to provinces	SSC/OLP-030
prairie water and land resource development	DOA/PFA-515
research on technological change in the workplace	LAB/PSA-123
scholarly associations	SHR/IRC-135
sire loan programs	DOA/RDB-440
social sciences and humanities research scholarships	SHR/FEL-225

Key Words	CoR No.
Assistance, financial (*continued*)	
student loans	SSC/ESP-010
students	EIC/CJS-306
veterans	VAC/DVA-035 VAC/DVA-080
veterans, loans for housing	VAC/DVA-060
veterans/for housing	VAC/DVA-085
veterans/land purchase	VAC/DVA-055
voluntary women's groups	SSC/CCP-055
war veterans	VAC/DVA-045
waterfowl crop loss	DOA/SDM-365
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Assistance, international development (see also Developing countries)	FIN/IFD-620 FIN/IFD-625
Africa, regional aid	IDA/BCD-565
agriculture	IDA/MVP-216 IDA/RVP-750
Algeria	IDA/BFD-610
Angola	IDA/BCD-540
architecture	IDA/RVP-740
Bangladesh	IDA/BSD-270
Barbados	IDA/BMD-425
Belize	IDA/BMD-410
Bénin	IDA/BFD-660
Bolivia	IDA/BMD-350
Botswana	IDA/BCD-455
Brazil	IDA/BMD-395
Burkina Faso	IDA/BFD-585
Burma	IDA/BSD-325
Burundi	IDA/BFD-670
Cameroons	IDA/BFD-635
Canadian and international organizations	IDA/YVP-020
Canadian involvement/conferences	IDA/MVP-125
Cape Verde Islands	IDA/BFD-605
Caribbean region	IDA/BMD-440
Central African Republic	IDA/BFD-680
Chad	IDA/BFD-580
Chile	IDA/BMD-400
China	IDA/BSD-335
Columbia	IDA/BMD-340
communications	IDA/RVP-790
Congo	IDA/BFD-645
construction	IDA/RVP-745
contracts/CIDA	IDA/RDG-690
co-ordination	FIN/IFD-660
Costa Rica	IDA/BMD-360
demography and human settlements	IDA/RVP-795
Dominican Republic	IDA/BMD-405
East African community	IDA/BCD-460
Ecuador	IDA/BMD-345
education	IDA/RVP-780
Egypt	IDA/BCD-550
El Salvador	IDA/BMD-365
energy	IDA/RVP-730
Ethiopia	IDA/BCD-560
evaluation of CIDA programs	IDA/YVP-090
extent and nature	IDA/YVP-065
federal government	IDA/YVP-005
fisheries	IDA/RVP-765
food procurement and transportation	IDA/RDG-700
forestry	IDA/RVP-755
Gabon	IDA/BFD-665
Ghana	IDA/BCD-465
Guatamala	IDA/BMD-370
Guinea-Bissau	IDA/BFD-600
Assistance, international development (*continued*)	
Guinea, Republic of	IDA/BFD-675
Guyana	IDA/BMD-415
Haiti	IDA/BMD-390
health and population	IDA/RVP-785
Honduras	IDA/BMD-375
India	IDA/BSD-275
Indonesia	IDA/BSD-330
industrial co-operation	IDA/AVP-105
industrial co-operation/private sector	IDA/AVP-110
industrial services	IDA/RVP-770
international financing, regional institutions and aid agencies	IDA/AVP-115
Ivory Coast	IDA/BFD-615
Jamaica	IDA/BMD-420
Kenya	IDA/BCD-470
Latin American region	IDA/BMD-445
Leeward and Windward Islands	IDA/BMD-435
Lesotho	IDA/BCD-475
Malagasy Republic	IDA/BFD-630
Malawi	IDA/BCD-480
Malaysia	IDA/BSD-320
Mali	IDA/BFD-570
management skills	IDA/SVP-235
Maritius Island	IDA/BCD-485
Mauritania	IDA/BFD-595
mining and metallurgy	IDA/RVP-760
Morocco	IDA/BFD-625
Mozambique	IDA/BCD-545
Namibia	IDA/BCD-510
natural resources	IDA/RVP-775
Nepal	IDA/BSD-280
Nicaragua	IDA/BMD-380
Niger	IDA/BFD-575
Nigeria	IDA/BCD-490
Pakistan	IDA/BSD-290
Panamas	IDA/BMD-385
Peru	IDA/BMD-355
Philippines	IDA/BSD-305
policy development/CIDA	IDA/RDG-715
private investment	IDA/YVP-075
quality, content/CIDA	IDA/RDG-705
relief/Canadian involvement	IDA/MVP-217 IDA/MVP-218
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Rwanda	IDA/BFD-640
Sao-Tome-Principe	IDA/BFD-685
Senegal	IDA/BFD-590
Sierra Leone	IDA/BCD-495
Somalia	IDA/BCD-500
South Africa	IDA/BCD-505
South East Asia	IDA/BSD-310
South Pacific	IDA/BSD-315
Southern Africa	IDA/BCD-450
specific projects	IDA/AVP-100
Sri Lanka	IDA/BSD-285
statistical data, aid issues	IDA/YVP-070
Sudan	IDA/BCD-555
Swaziland	IDA/BCD-515
Tanzania	IDA/BCD-520
telecommunications	IDA/RVP-720
Thailand	IDA/BSD-300
Togo	IDA/BFD-655
transportation	IDA/RVP-725
Trinidad and Tobago	IDA/BMD-430
Tunisia	IDA/BFD-620

Key Words	CoR No.
Assistance, international development (*continued*)	
Turkey	IDA/BSD-295
Uganda	IDA/BCD-525
UN and international agencies	FIN/IFD-670
	IDA/YVP-010
water	IDA/RVP-735
World Bank/Canadian aid	IDA/MVP-215
World Food Day	DOA/SDM-405
Zaire	IDA/BFD-650
Zambia	IDA/BCD-530
Zimbabwe	IDA/BCD-535
Assistance, technical	
agriculture abroad	DOA/SDM-400
construction of Prairie municipal water and sewer facilities	DOA/PFA-505
construction/management	CPS/TSB-025
consumer groups	CCA/BCA-040
developing countries	NRC/EXE-025
drought-proofing	DOA/PFA-555
farming information	FCC/ADM-060
fishermen	DFO/CSC-105
housing	CMH/ISO-350
Indian Affairs and Northern Development	INA/ADM-371
international forestry management	DOA/CFS-605
manufacturing industry	NRC/TTR-730
prairie water and land resource development	DOA/PFA-515
prairie water resource planning and management	DOA/PFA-520
telecommunications, ITU activities in	DOC/PLI-005
veterans housing	VAC/DVA-085
Assisted Home Ownership Program (AHOP)	
mortgages	CMH/ISO-110
Assisted Rental Plan (ARP)	CMH/ISO-110
Astrolabe theatre	NCC/PAB-032
Astronomy research	NRC/HIA-340
	NRC/HIA-350
Atlantic Enterprise Program	FIN/EDD-450
Atlantic geoscience	
activities, management and operations	EMR/GSC-385
Atlantic provinces adjustment	
financial equalization	FIN/FPR-210
Atlantic region	
capital markets	BOC/SEC-005
Atlantic Research Laboratory	
NRC administration of	NRC/ARL-035
projects	NRC/ARL-030
Atlantic Tidal Power Programming Board	DOE/CAP-190
Atmospheric Environment Service	
computing systems	DOE/AES-470
data acquisition	DOE/AES-440
instruments	DOE/AES-485
policy, operations	DOE/AES-480
telecommunications	DOE/AES-425
Atomic energy (see also Nuclear facilities)	
consultant organizations	AEC/DRR-115
control regulations	AEC/PAB-235
emergency planning activities	AEC/PAB-210
fuel processing facilities	AEC/DFC-200
heavy water plants	AEC/DFC-195
international policy and development	DEA/EFB-100
international safeguards	AEC/DFC-120
	AEC/PAB-215
legislation	AEC/PAB-230
liability	AEC/PAB-220
policy for non-proliferation of	AEC/DFC-150
policy planning	EMR/EPS-185
policy, source, general	EMR/CNP-220
prescribed substances	AEC/DFC-155
published material on	NEB/ESB-310
regulatory documents	AEC/RRB-255
research and development	AEC/RRB-250
resource development	EMR/DEX-045
safeguards	AEC/DFC-150
special investigations, inspections	AEC/DFC-180
transportation regulations for radioactive materials	AEC/DFC-160
UN Disarmament Commission	AEC/DFC-145
uranium policy	AEC/DFC-130
Atomic Energy Advisory Panel	
financial information	FIN/ERP-395
Atomic Energy Control Act	AEC/PAB-230
financial information	FIN/ERP-395
Atomic Energy Control Board	
committees	AEC/SEC-025
consultant organizations	AEC/DRR-115
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dealings with provincial governments	AEC/PAB-240
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organization and functions	AEC/SEC-005
public information	AEC/SEC-020
Atomic reactors	
computer codes	AEC/DRR-100
design standards	AEC/DRR-095
domestic	AEC/DRR-055
foreign and marine	AEC/DRR-065
general information	AEC/DRR-030
inspections	AEC/DRR-045
licensing	AEC/DRR-035
operator training	AEC/DRR-070
personnel	AEC/DRR-085
prescribed equipment	AEC/DFC-125
safety requirements	AEC/DRR-090
steam rebuild programs	AEC/DRR-050
waste management facilities	AEC/DFC-190
Audiovisual (see also Film and video)	
acquisition of archival material	PAC/FTS-035
aids in law enforcement	CMP/IDD-125
archival recordings	PAC/FTS-030
	PAC/FTS-040
	PAC/FTS-045
DRIE productions	RIE/COM-445
National Gallery photographic services	NMC/NGA-110
NRC material	NRC/EXE-020
policies concerning recordings	DOC/ACF-220

Key Words	CoR No.
Audits	
alcohol industry	RCC/EPE-045
bankruptcy	CCA/COA-085
bonded warehouses	RCC/EPE-045
companies under NEB jurisdiction	NEB/FRB-010
corporate affairs	CCA/BPC-150
departmental staffing activities	PSC/AUD-025
effectiveness of RCMP	CMP/AUD-020
efficiency of public service	CMP/AUD-025
EIC reference documents	EIC/IAB-010
federal government, internal	DSS/FAS-120
federal government, operational	DSS/MOS-135
Industrial Incentive Programs	RCC/CPE-205
infringement of Customs Act	RCC/CPE-150
security services, operational	CMP/AUD-021
taxation/file selection	RCT/PSB-196
taxation/non-compliance research	RCT/PSB-201
taxation/operations evaluation	RCT/PSB-211
taxation/planning and control	RCT/PSB-191
taxation/quality review	RCT/PSB-206
taxation/research and development	RCT/PSB-216
taxpayer fraud	RCC/EPE-070
taxpayers	RCC/EPE-125
taxpayers' records	RCC/EPE-045
Audits (standard class of records)	
see institution identifier with 916, if available, in chapter concerning relevant institution	
Audits, internal	
Auditor General	OCG/MPB-037
Canada Mortgage and Housing Corporation	CMH/OAD-320 CMH/OAD-325 CMH/OAD-330 CMH/OAD-335
Correctional Service Canada	CPS/IGB-125
DND	DND/FSB-770
DRIE	RIE/AUD-300
EIC, national policies, procedures and guidelines	EIC/IAB-015
EIC, policies and procedures	EIC/IAB-005
NRC	NRC/EXE-010
regional EIC, policies, procedures and guidelines	EIC/IAB-020
Revenue Canada Taxation	RCT/CCD-021 RCT/CCD-031
Auroral research	NRC/HIA-355
Authors	
copyright	CCA/COA-095
library acquisitions, Canadian	NLC/ABS-030
Auto Pact	
tariffs	RCC/CPE-185
Automated Criminal Intelligence Information Systems (ACIIS)	
liaison services	CMP/RSV-195
Automated Responsive Audit Service Program	RCC/EPE-045
Automatic Lookout Enquiry and Report (ALERT)	RCC/CPE-350
Automotive and Special Remission	
customs duty	RCC/CPE-200
Automotive industry	
DRIE involvement	RIE/AMR-410
marketing of Canadian products	RIE/AMR-420
policy and planning	RIE/AMR-425
tax remission on auto components	RCC/EPE-085
technical information	RIE/AMR-415

Key Words	CoR No.
Aviation	
communications and navigation aids	DOT/DFS-080
flight operations	DOT/AAA-090
flight research	NRC/NAE-470
flight rules/geographical mapping	EMR/SMB-415
flight safety/Canadian Forces	DND/FSD-095
international	CTC/ATC-135
legislation	CTC/ATC-175
medical assessment, standards and safety	NHW/HAS-250
medical records	DOT/DAM-130
meteorology/STOL Project	DOE/AES-350
research on structures and materials for	NRC/NAE-490
security	DOT/DAX-120
weather	DOT/AAN-070
Awards	
arts	CAC/ART-005
biotechnology retraining	MER/PRB-095
biotechnology training	MER/PRB-090
choirs	CAC/ART-005
DND incentive plan	DND/ESD-045
federal incentive	TBS/APB-110
films	NFB/COM-010
foreign nationals	DEA/BCB-150
health sciences/graduate	MER/PRB-080
health sciences/undergraduate	MER/PRB-085
medical research	MER/PRO-005
teaching of Canadian studies	SSC/CCP-085
visiting professorships	MER/PRB-105
visiting scientists	MER/PRB-100
Awards for Young Composers	CAC/ART-005

B

Key Words	CoR No.
Badges and insignia	
Canadian Forces	DND/DOC-410
Balance of payments	
by geographical area	BOC/INT-265
Canada	FIN/FAD-180
capital account	BOC/INT-255
current account	BOC/INT-250
policies	BOC/INT-240
records	STC/IFE-260
summaries	BOC/INT-245
Balloons, scientific	NRC/DSP-155
Bangladesh	
Canadian aid	IDA/BSD-270
Bank Act	
administration	FIN/IGB-020
financial institutions	FIN/FIM-150
market structure	CCA/BPC-135
revisions	FIN/IGB-015
Bank for International Settlements (BIS)	BOC/INT-235 BOC/MFA-165
Bank notes see Currency	
Banking	
American systems	BOC/MFA-145
international activities	DEA/EFB-085
services to central banks	BOC/DBO-270 BOC/DBO-290
Bankruptcy	CCA/COA-085 CMP/ECD-046 CMP/OPD-270

Key Words	CoR No.
Banks	FIN/IGB-020
analyses	BOC/MFA-105
cash management	BOC/SEC-035
cheques, fraudulent	CMP/IDD-120
client accounts	BOC/DBO-275
computer services	BOC/MFA-170
data processing	FIN/IGB-040
foreign	FIN/IGB-045
general information	FIN/FIM-147 FIN/FIM-150
Inspector General of	FIN/IGB-005
investments	FIN/IGB-025
outside Canada	FIN/IGB-045
payment systems	BOC/MFA-155
reports and returns	FIN/IGB-030
securities	FIN/IGB-035
Barbados	
Canadian aid	IDA/BMD-425
Bargaining rights	
acquisition and termination	CLR/OPS-003
misuse	CLR/OPS-010
Base Federal Sales Tax	FIN/TAC-745
Battlefields	
national commission	DOE/PKS-095
Bay of Fundy Power Review Board	DOE/CAP-190
Beaufort Sea	
oil and gas transportation	INA/NAP-206
Beauharnois Canal see St. Lawrence Seaway	
Bees, honey	
production and quality	DOA/RER-220
Behavioural research	
information technology	DOC/REI-155
Belize	
Canadian aid	IDA/BMD-410
Benevolent funds	
for veterans	VAC/DVA-035
Bénin	
Canadian aid	IDA/BFD-660
Beverage industry	
statistics	STC/IND-320
Bilingualism see Official languages	
Billing control	
federal government	DSS/FAS-100
Biological chemistry	
Atlantic Research Laboratory	NRC/ARL-050
Biological resources	
quantity, quality and location	DOA/RER-230
Biologics	
licensing and use	DOA/FPI-005
Biomass	
energy research	NRC/DEN-300
programs	EMR/CNP-245
Biomathematics research	NRC/BSC-085
Biotechnology	DOA/RER-250 MST/MST-009
development grants	MER/PRB-035
retraining awards	MER/PRB-095
Biotechnology Research Institute	NRC/BRI-135
Biotechnology Training Centre awards	MER/PRB-090

Key Words	CoR No.
Birds	
biometrics	DOE/CAP-105
hazard to aircraft	DOE/CAP-150
import control	DOA/FPI-015
information regarding wildfowl	DOE/CAP-120
migratory, protection	DOE/CAP-110
research	DOE/CAP-150
Births	
registries	STC/HLT-095
Blind Persons Act	
administration	NHW/ISP-395
Bolivia	
Canadian aid	IDA/BMD-350
Bomb disposal	
assistance to police	CMP/TSD-167
Bonded carriers	
excise	RCC/EPE-135
Bonds (see also Securities; Canada Savings Bonds)	FIN/FIM-165
Bank of Canada, secured by the	BOC/PDD-305
Bank of Canada/arrangements with financial institutions	BOC/PDD-335
Canadian National Railway	BOC/DBO-300 BOC/PDD-305
Canadian National Railway/retirement of bonds	BOC/PDD-325
federal government	FIN/ADM-795 FIN/FIM-165
inventory and distribution	BOC/DBO-300
production of	BOC/PDD-310
register of holders	BOC/PDD-315
retirement of debts	BOC/PDD-325
Bonds, security	
foreign visitors	EIC/IMM-065
transportation of immigrants	EIC/IMM-085
Book Purchase and Donation Program	CAC/WPS-160
Books	
assistance to publishers	DOC/PPP-250
preservation and restoration	PAC/RCD-205
rare/National Library collection	NLC/PSB-125
Bora Laskin National Fellowship in Human Rights Research	SHR/FEL-240
Botswana	
Canadian aid	IDA/BCD-455
Bottom Line; Technology, Trade and Income Growth	ECC/PAA-055
Boulevard Riel Project, Hull	
housing design	CMH/PSO-165
Boundary, international	
control of waters on Canada-U.S. border	DOE/CAP-175
Brazil	
Canadian aid	IDA/BMD-395
Brazil Support Program	DOC/DGI-086
Breweries	
excise audits	RCC/EPE-045
excise duties	RCC/EPE-075
monitoring of excise duty	RCC/EPE-115
monthly revenue reports	RCC/EPE-100

Key Words	CoR No.
Bridges	
Champlain, administration	SLS/JCB-130
international/policy, management	DOT/COD-255
international/regulation and management	DOT/COD-265
St. Lawrence Seaway	SLS/ESB-065 SLS/OMB-065 SLS/SIB-120
St. Lawrence Seaway (Eastern Region)	SLS/ODE-045
St. Lawrence Seaway (Western Region)	SLS/ODW-045
British Army Training Conference	DND/LDO-215
Broadcasting (see also Radio; Telecommunications; Television)	
advertising	CRT/BRO-015
applications, decisions on	CRT/SEC-055
applications, processing of	CRT/SEC-040
Canadian content	CRT/BRO-005 CRT/BRO-055
correspondence between CRTC and other federal departments and provincial governments	CRT/SEC-060
correspondence on programming	CRT/SEC-045
CRTC documentation	CRT/SEC-075
CRTC proceedings	CRT/SEC-080
equipment standards	DOC/SMB-200 DOC/SMG-210
extension of services	DOC/ACP-041
financial and operational statistics	CRT/SEC-095
general	CRT/TEL-120
legal advice on major issues	CRT/LEG-145
legal correspondence	CRT/TEL-140
legislation	DOC/PLP-075
licences, applications for	CRT/TEL-125
licences, interventions regarding applications for	CRT/SEC-050
licensees, financial returns of	CRT/SEC-065
licensing, technical certification for	DOC/SMB-200
licensing/public hearings	CRT/SEC-110
marketing analyses	CRT/BRO-035
ownership of radio, TV and cable TV undertakings	CRT/BRO-025
policies and development	DOC/ACP-026
policies, programs and proposals	DOC/ACP-031
policy and regulations	CRT/BRO-020 CRT/SEC-090
political	CRT/BRO-010
prosecution cases	CRT/LEG-155
research grants	CRT/SEC-070
statistical information	CRT/SEC-085
technial database	CRT/SEC-100
technical briefs concerning establishment of new radio and TV stations	CRT/BRO-030
Budget, federal	FIN/FPD-055 FIN/TPL-710
analysis	DSS/FAS-095
cash projections	BOC/SEC-065
control	OCG/PDB-041
co-ordination	TBS/PRB-550
Budgets (standard class of records)	
see institution identifier with 917, if available, in chapter concerning relevant institution	
Building codes and standards	NRC/TTR-615
Building materials see Construction materials	
Building research	
earth materials	NRC/TTR-630
fires	NRC/TTR-625
instrumentation	NRC/TTR-635
materials	NRC/TTR-600
noise and vibration	NRC/TTR-640
operation of activities in NRC	NRC/TTR-590
prairie regional station	NRC/TTR-645
services	NRC/TTR-620
structural	NRC/TTR-610
support services for NRC	NRC/TTR-595
technical information	NRC/TTR-650
UFFI	NRC/TTR-655
Buildings	
federal/and lands	PWC/PWC-045
federal/facilities planning	CPS/EAP-045
federal/maintenance and repairs	PWC/PWC-065
federal/safety	PWC/PWC-070
federal/security	PWC/PWC-075
leasing, National Capital Region	NCC/PRB-048
penitentiaries/administration and maintenance	CPS/EAP-055
penitentiaries/fire safety	CPS/EAP-060
Buildings (standard class of records)	
see institution identifier with 906, if available, in chapter concerning relevant institution	
Buildings and properties (standard class of records)	
see institution identifier with 905, if available, in chapter concerning relevant institution	
Buildings, federal	
Indian Affairs and Northern Development	INA/ADM-361
Bureau of Pensions Advocates	
pension adjudication	VAC/BPA-005
Burkina Faso	
Canadian aid	IDA/BFD-585
Burma	
Canadian aid	IDA/BSD-325
Burundi	
Canadian aid	IDA/BFD-670
Business	
credit submissions/support groups	BDB/FLS-040
cultural heritage	ICA/IRP-260
development and financing/native peoples	INA/EDP-066
equity valuation/taxation	RCT/PSB-231
Federal Business Development Bank accounts	BDB/FLS-030
finance and taxation data	STC/IOF-435
financing	BDB/FLS-025
financing sources	BDB/FLS-015
fraud	CMP/ECD-046 CMP/OPD-270
income tax policy	FIN/TPL-720
information services	BDB/MTS-060
international aid	IDA/RVP-770
investment and venture capital	BDB/FLS-045
labour relations	RIE/POL-215
loan and guarantee financing	BDB/FLS-020
management counselling	BDB/MTS-055
management services	BDB/MTS-050
national identity	ICA/IRP-260
regulations, impact of	ECC/PAA-090
statistics	STC/IFE-255
statistics, field operations	STC/BTS-305

Key Words	CoR No.
Business (*continued*)	
statistics on loans	BDB/FLS-035
survey methods	STC/BSM-545
taxation data	STC/BUS-530
taxes, non-resident	FIN/TPL-725
Business Register	STC/BUS-525

C

Key Words	CoR No.
Cable television (see also Telecommunications)	
applications, decisions on	CRT/SEC-055
applications for licence, interventions regarding	CRT/SEC-050
legal advice on major issues	CRT/LEG-145
operational information	CRT/SEC-100
ownership	CRT/BRO-025
policy	FIN/EDD-465
policy and regulations	CRT/BRO-020
processing of applications	CRT/SEC-040
programming, correspondence on	CRT/SEC-045
regulatory policy, development of	DOC/ACP-036
services, extension and improvement of	DOC/ACP-041
statistics, financial and operational	CRT/SEC-095
Cadet training	DND/RCD-340
Caisses populaires	
balance-sheet data	BOC/MFA-110
payment systems	BOC/MFA-155
Calorimetry, research in	NRC/DMS-450
Cameroons	
Canadian aid	IDA/BFD-635
Can tag	
labelling project	CCA/BPC-125
Canada Assistance Plan	
administration of Parts I and III	NHW/ISP-395
Canada-Australia Literary Prize	CAC/ART-005
Canada Benefits	
EMR	EMR/CGA-070
Canada-Brazil Technical Co-operation Program	DOC/DGI-086
Canada Canoe Festival	NCC/PAB-033
Canada Centre for Mineral and Energy Technology	EMR/CAB-450
Canada Centre for Remote Sensing	EMR/RSB-470
Canada Centre for Space Science	
NRC administration of	NRC/DSP-140
programs	NRC/DSP-145
Canada Corporations Act	
law research	LRC/LRS-060
Canada Council Medal	CAC/ART-005
Canada Development Investment Corporation (CDIC)	
assistance administration	FIN/EDD-530
Canada Employment Centres, clerical procedures in	EIC/SYS-520
Canada Explosives Act	EMR/CAB-455
Canada Farm Labour Pools	EIC/EMP-365
Canada-France-Hawaii Telescope (CFHT)	NRC/HIA-335
Canada-French Community of Belgium Literary Prize	CAC/ART-005
Canada Grain Act	
administration of	DOA/CGC-585
regulations	DOA/CGC-565
Canada Health Survey	STC/HLT-115
Canada Home Renovation Program (CHRP)	CMH/PSO-095

Key Words	CoR No.
Canada Institute for Scientific and Technical Information (CISTI)	
acquisitions	NRC/TTR-665
cataloguing	NRC/TTR-675
loans, photocopies and translations	NRC/TTR-680
on-line searches	NRC/TTR-690
operation of	NRC/TTR-660
publications	NRC/TTR-695
Canada-Italy Literary Award	CAC/ART-005
Canada Labour Code	
adjudication/unjust dismissal	LAB/ASB-045
applications	CLR/OPS-005 CLR/OPS-010 CLR/OPS-020 CLR/OPS-025
arbitration/industrial relations	LAB/ASB-040
conciliation and mediation/industrial relations	LAB/MCE-050
labour relations inquiries	LAB/MCB-070
labour standards complaints	LAB/ERC-185
labour standards inquiries	LAB/ERC-200
labour standards regulations	LAB/ERC-180
safety of employees	LAB/OSH-240
safety of employees/railways	LAB/OSH-255
settlement provisions/industrial relations	LAB/MCB-076
violations/industrial relations	LAB/MCB-055
Canada Labour Relations Board	
bargaining complaints	LAB/MCB-060
Canada land inventory	DOE/CAP-170
Canada Lands (see also Land)	DOE/CAP-170
forest management	DOA/CFS-685
mineral rights	EMR/CGA-080 INA/NAP-336
occupational health and safety	EMR/CGA-095
oil and gas drilling/safety	INA/NAP-351
oil and gas exploration	EMR/CGA-065
oil and gas exploration/policy	EMR/CGA-085 INA/NAP-341
oil and gas leases	EMR/CGA-080
oil and gas reserves and potential	INA/NAP-346
oil and gas resource evaluation	EMR/CGA-090
oil and gas/financial policy	FIN/ERP-420
parks and historic sites	DOE/PKS-010
surveying	EMR/SMB-405
Canada-Mexico trainee exchanges	EIC/EMP-460
Canada Mortgage and Housing Act	CMH/GCC-005 CMH/GCC-025
Canada Mortgage Renewal Plan/grants	CMH/ISO-140
Canada Oil and Gas Act	EMR/DEX-040
Canada Oil and Gas Lands Administration	EMR/CGA-065
Canada Pension Commission	VAC/CPC-005
Canada Pension Plan (see also Income security programs)	
administration	NHW/ISP-360
collection of contributions	RCT/PSB-161
contributors' accounts	NHW/ISP-385
coverage and assessment/taxation	RCT/APP-315
coverage policy and legislation/taxation	RCT/PSB-146
disability benefits	NHW/ISP-380
financing	FIN/SPD-360
international agreements/accounts	NHW/ISP-390
investment of monies	FIN/ADM-785
regional delivery/EDP systems	NHW/ISP-370
regional operations/accounts	NHW/ISP-375
women	ASW/RES-010

Key Words	CoR No.
Canada Rental Supply Plan	CMH/ISO-110
Canada Savings Bonds (see also Bonds; Securities)	BOC/DBO-280 BOC/DBO-300 BOC/PDD-305 BOC/SEC-040 FIN/ADM-795 FIN/FIM-170
analyses and surveys	BOC/SEC-070
historical information	BOC/SEC-055
retirement of	BOC/PDD-325
sales and issuing agents	BOC/SEC-045
Canada-Scotland Writers-in-Residence	CAC/ART-005
Canada Service Bureau Program	DSS/STP-210
Canada Sounding Rocket Planning Group (CSRPG)	NRC/DSP-145
Canada Southern Acquisitions	CTC/RES-315
Canada Standards Size Program	CCA/BCA-025
Canada Student Loans Program	SSC/ESP-010
Canada-Switzerland Literary Prize	CAC/ART-005
Canada-U.S.	
boundary maintenance and regulations	EMR/SMB-425
boundary waters	DOE/CAP-175
defence development	DEA/TFB-045
relations on energy	FIN/ERP-425
Canada/U.S.S.R. Economic Co-operation Agreements and Mixed Commission	EMR/DEX-025
Canada Works Program	EIC/CJS-395
Canadair	
assistance administration	FIN/EDD-530
Canadarm Program	NRC/DSP-495
Canadian Accident Injury Reporting and Evaluation (CAIRE)	CCA/BCA-070
Canadian Armed Forces see Canadian Forces	
Canadian Astronaut Program	NRC/DSP-495
Canadian Bankers' Association	BOC/DBO-270
Canadian Book Exchange Centre	
surplus library materials	NLC/ABS-030
Canadian books	
cataloguing in publication (CIP)	NLC/ABS-040
Canadian Computer Communications Task Force	BOC/MFA-160
Canadian Conservation Institute	NMC/NPG-070
Canadian content	
broadcasting/CRTC recognition	CRT/BRO-005
films, videotapes	DOC/PPI-260
radio and television	CRT/BRO-055
radio and television/policy and regulations	CRT/BRO-020
radio and television/violations	CRT/LEG-155
Canadian Dairy Commission	
stabilization of costs	FIN/EDD-490
Canadian Electrical Association	EMR/CNP-215 EMR/CNP-225
Canadian Forces (see also Defence, national)	
acquisition of equipment, supplies	DND/SUB-670
amenity programs	DND/PSB-390
appointments	DND/DOC-430
badges and insignia	DND/DOC-410
bands	DND/DOC-435
base planning	DND/IPC-115
battle honours	DND/DOC-415
CANEX (Canadian Forces Exchange System)	DND/PSB-385
career matters	DND/CSA-520
ceremonies and celebrations	DND/DOC-420
chaplain services, Protestant	DND/CGP-470
chaplain services, Roman Catholic	DND/CRC-485
chaplain training, Protestant	DND/CGP-475
chaplain training, Roman Catholic	DND/CRC-480
civilian official position list	DND/OMD-160
civilian personnel services	DND/CPS-600
civilian training	DND/RET-380
clothing and personal equipment	DND/WEE-665
colours and flags	DND/DOC-425
commitments to UN operations	DND/MPO-305
communications equipment	DND/MCE-335
communications personnel	DND/MCE-330
Communiqué	DND/PCA-620
construction engineering	DND/CPB-710
dental records	DND/DSD-510
dental services	DND/DSD-505
documentation requirement	DND/PCA-630
dress regulations	DND/DOC-440
education of children	DND/DEP-465
employment of personnel	DND/MUD-565
employment of women	ASW/RES-030
engagement and re-engagement	DND/CSA-525
environment protection and pollution control	DND/CPB-715
export permits	DND/RDP-750
food services	DND/SUB-675
historical material	DND/DMH-070
honours and awards	DND/DOC-445
hospital and medical benefits	DND/CED-450
human rights and DND personnel	DND/PCA-605
intelligence activities	DND/MIS-080
job descriptions	DND/CLD-595
language training	DND/OLD-640
machinery, vehicles, engines	DND/WEE-655
manpower programming	DND/MUD-575
manpower standards	DND/OMD-165
medical dental records	DND/SGB-490
medical, dental, veterinary equipment and supplies	DND/SGB-500
medical services	DND/SGB-495
military assistance	DND/RDP-760
military assistance to foreign countries	FIN/IFD-655
military compensation and benefits	DND/CED-455
military construction and maintenance consultant contracts	DCL/OPR-010
military construction and maintenance contracts	DCL/OPR-005
military construction and maintenance, solicitation of contracts	DCL/OPR-015
military engineering training	DND/MEO-320
military personnel records	PAC/NPR-165
mobile support equipment safety	DND/TRD-690
non-public funds	DND/PSB-400
officer classification	DND/MUD-560

Key Words	CoR No.
Canadian Forces (*continued*)	
officer development	DND/PDB-365
officer training	DND/PDB-350
official language plans	DND/OLD-635
organization orders	DND/OMD-155
patents, policy on	DND/RSD-740
pay allotments	DSS/ROS-070
pay and allowances	DND/CED-460
pensions for disability or death	VAC/CPC-010
personnel exchanges, loans, secondments	DND/MUD-570
personnel management information systems	DND/PCA-625
personnel newsletter	DND/PCA-615
personnel research	DND/PDB-360
personnel selection	DND/PDB-355
personnel trade evaluation	DND/MUD-585
physical education and recreation	DND/PSB-395
postal services	DND/TRD-685
postings and transfers	DND/CSA-515
Privacy Act information	DND/PCA-610
promotions	DND/CSA-530
public affairs activities	DND/ISD-065
publications, production and distribution of	DND/RSD-735
qualifications of officers	DND/MUD-580
radio communications equipment	DOC/REC-135
rank structure	DND/CSA-535
record of activities	DND/DMH-075
recruitment	DND/RET-375
release of personnel	DND/CSA-540
remustering of tradesmen	DND/CSA-545
research and technology, applied	DND/RDB-725
research co-operation	DND/RDB-720
research on equipment and supplies	DND/RDB-730
reserve forces	DND/RCD-345
retirement of personnel	DND/CSA-550
revision of personnel classifications	DND/CLD-590
security	DND/MIS-085
service personnel	DND/MUD-555
training guidelines	DND/RET-370
transportation services	DND/TRD-680
weapons equipment	DND/WEE-645
Welfare Program and Services	DND/PSB-405
Canadian Forces Exchange System (CANEX)	DND/PSB-385
Canadian Forces Superannuation Act	DND/JAG-020
Canadian General Standards Board	CCA/BCA-015 CCA/BCA-025
Canadian Government Annuities	
actuarial services	EIC/INS-160
administration of	EIC/NSB-605
systems supporting administration of	EIC/SYS 545
Canadian government master specifications	PWC/PWC-020
Canadian Grain Commission	DOA/CGC-585
Canadian Health Act	FIN/SPD-325
Canadian Health and Disability Survey	STC/HLT-115
Canadian Heritage Information Network	NMC/NPG-065
Canadian Home Insulation Program (CHIP)	CMH/ISO-340
Canadian Homeownership Stimulation Plan	
grants	CMH/ISO-140
Canadian Import Tribunal	RCC/CPE-230
Canadian Industrial Renewal Board	RIE/CIR-290
Canadian International Development Agency (CIDA)	
financial programs	FIN/IFD-620
Canadian Merchant Marine	
policy development	FIN/EDD-470
Canadian Milk Supply Management Committee	CDC/COM-025
Canadian Nationals Act	SSC/CCP-045
Canadian Occupational Projection System (COPS)	EIC/SPP-635
Canadian Oil Substitution Program (COSP)	EMR/DEX-035
Canadian ownership	
petroleum industry	EMR/EPS-170
Canadian Ownership and Control Determination (COCD)	EMR/PNA-115
Act	EMR/PNA-110
policy	EMR/PNA-120
Canadian Ownership Rate and Control Status Program	EMR/PNA-115
Canadian participation	
Commonwealth programs and activities	DEA/IFB-120
UN social and humanitarian activities	DEA/IFB-115
Canadian Police College	CMP/TRN-240
Canadian Police Information Centre (CPIC)	CMP/RSV-220
liaison services	CMP/RSV-195
Canadian Rural Transition Program	EIC/EMP-365
Canadian studies	
grants for preparation of research tools	SHR/STR-085
technical and financial assistance	SSC/CCP-085
Canadian Transport Commission	
policy development	FIN/EDD-470
Canadian unity	
program development and implementation	DSS/CUI-200
Canadian War Museum	
publications, National Museums	NMC/MMG-670
Canadian Work Place Automation Research Centre	DOC/REI-190
Canadianization	
petroleum industry	EMR/EPS-170
Canals	
Canso Waterway information	DOT/MAW-165
Canals (see also Heritage canals)	
St. Lawrence Seaway	SLS/ESB-080 SLS/OMB-080
CANDIDE	ECC/CRA-010
CANDU	
design standards	AEC/DRR-095
Canertech	EMR/CRB-255
Cannabis (see also Drugs)	
control policies/health	NHW/CDC-160
CANSIM	
database administration	STC/COD-580
Canso Canal	
waterway information	DOT/MAW-165
Cape Verde Islands	
Canadian aid	IDA/BFD-605
Capital Cost Allowance Programs	
communications	DOC/PPI-260
federal income tax	FIN/CRT-760
Capital income, taxation of	ECC/CRA-015
Capital markets	
Atlantic region	BOC/SEC-005
federal government	FIN/FIM-145
foreign	BOC/SEC-060
foreign countries, developments in	BOC/INT-220
international	BOC/INT-210
Capital stock, manufacturing	
statistics	STC/SCT-470
Career-Access Program	EIC/CJS-400
Career Assignment Program (CAP)	PSC/SPB-070
Career information	EIC/EMP-455

Key Words	CoR No.
Cargo	
control/customs and excise	RCC/CPE-265
St. Lawrence Seaway	SLS/FAB-025
Cargo Test Package	RCC/CPE-320
Caribbean Development Bank (CDB)	
Canadian aid	IDA/MVP-205
policies and programs	FIN/IFD-645
Caribbean region	
Canadian aid	IDA/BMD-440
	IDA/MVP-200
Carrier control	
customs and excise	RCC/CPE-260
CASE (Counselling Assistance to Small Enterprises)	BDB/MTS-055
Cash projections	
Government of Canada	BOC/SEC-065
Cash reserves	
banks	FIN/IGB-030
management	BOC/SEC-035
management studies	BOC/SEC-070
Catalysis, research in	NRC/DCH-200
CCINFO	
health and safety computerized information	OHS/ISS-005
Cell research	
biophysics	NRC/BSC-090
physiology	NRC/BSC-070
Censorship	
inmates' correspondence, reading material and telephone calls	CPS/PSD-425
Census	
agriculture	STC/AGR-445
EIC programs	EIC/SPP-625
socioeconomic information	NHW/PPI-075
statistics	STC/COP-015
Central African Republic	
Canadian aid	IDA/BFD-680
CEPACS	RCC/CPE-315
Ceramics	
research	NRC/ARL-055
Ceremonial services	
DND participation in	DND/DOC-420
RCMP	CMP/TRN-235
veterans/planning	VAC/DVA-010
Certification	
animal exports	DOA/FPI-020
conformity of standards/testing	SDC/NSB-010
films and videotapes	DOC/ACF-255
meat exports and imports	DOA/FPI-090
products and services	DSS/HSO-045
seed potato exports	DOA/FPI-125
seed potatoes	DOA/FPI-115
unions/settlement provisions/CLC	LAB/MCB-076
Chad	
Canadian aid	IDA/BFD-580
Challenge '86 Program	
policy and correspondence	EIC/CJS-306
Champlain Bridge	
administration	SLS/JCB-130
Chaplains	
Canadian Forces	DND/CGP-470
	DND/CGP-485
penal institutions	CPS/CHA-265
Charitable organizations	
registration for taxation	RCT/LIA-056
Chartered banks see Banks	

Key Words	CoR No.
Charts see Maps and charts	
Chemical engineering research	NRC/DCH-175
Chemical industry	
records	STC/IND-335
Chemical physics spectroscopy	NRC/DCH-180
Chemical processes	
pollution sources	DOE/CAP-220
Chemicals	
environmental effects	DOE/CAP-275
hazards in the workplace	NHW/EHD-190
	OHS/ISS-005
hazards, industrial	OHS/TES-010
standards for food safety	NHW/FDI-110
toxic control	DOE/CAP-300
Cheques, fraudulent	CMP/IDD-120
Child Tax Credit	
financial policy	FIN/SPD-375
Child Tax Exemption	
financial policy	FIN/SPD-375
Children	
diseases/medical research awards	MER/PRO-005
literature/National Library collection	NLC/PSB-115
literature/prizes	CAC/ART-005
product control for	CCA/BCA-075
research on/grants	SHR/STR-075
veterans'/benefits and allowances	VAC/CPC-030
Chile	
Canadian aid	IDA/BMD-400
China	
Canadian aid	IDA/BSD-335
CIS/ILO	
health and safety multilingual bibliography	OHS/ISS-005
Citizenship	
Act of 1977	SSC/CCP-045
courts	SSC/CCP-045
registration and promotion	SSC/CCP-045
Civil aviation see Aviation	
Civil disorder	SGC/PSB-035
Civil litigation	
with the Crown as a party	JUS/CVL-010
Civil Service Insurance Act	INS/ADM-030
Civilian War allowance	VAC/DVA-045
Civilians	
pensions for wartime service	VAC/CPC-035
war pension allowances	VAC/WVA-010
Claims	
DND, by or against	DND/JAG-010
native peoples/comprehensive	INA/SGP-016
native peoples/research	NLC/PSB-105
native peoples/specific	INA/LRT-141
native peoples/western arctic	INA/NAP-226
Classification of positions (standard class of records)	
see institution identifier with 919, if available, in chapter concerning relevant institution	
Clemency	
legal matters and statistics	NPB/NPB-010
requests for pardon	NPB/NPB-015
Royal Prerogative of Mercy	NPB/NPB-020
Climatology	
general	DOE/AES-455
Clothing see Textiles and clothing	

Key Words	CoR No.
Coal	
policies and programs	EMR/CNP-230
publications and correspondence	NEB/ESB-320
research files	NRC/ARL-055
resource development	EMR/DEX-045
Coast Guard	
fleet operation and maintenance	DOT/MFS-180
ice operations	DOT/MSR-190
marine navigation aids	DOT/MTE-175
search and rescue	DOT/MSR-185
Coastal and offshore engineering research	NRC/DME-415
Coffins	
tax remission	RCC/EPE-085
Coins	
advertising	RCM/CNP-035
and medallions	BOC/DBO-300
circulating, issue to banks of	RCM/MAM-085
foreign, contracts for production of	RCM/INM-005
Gold Maple Leaf Bullion	RCM/BRS-015
inventories and shipping	RCM/MAM-080
market research	RCM/MRD-010
quality standards	RCM/QAA-095
striking and processing	RCM/CAM-050
worn and mutilated	RCM/MAM-090
Collective bargaining	
federal and provincial agreements	LAB/LDB-155
federal jurisdiction	CLR/OPS-005
formation of Crown Corporations	CLR/OPS-030
industrial relations information	LAB/IRI-145
mediation	LAB/MCB-075
research, federal industries	LAB/PPT-030
settlements/statistics	LAB/LDB-160
technological change	CLR/OPS-030
terms and conditions of employment	CLR/OPS-035
Collective bargaining, public service	
application for certification	TBS/SRB-445
appointment of a mediator	SRB/OMD-135
certification of bargaining agents	SRB/OSR-020
establishment of a conciliation board, requests for	SRB/OMD-140
exclusions from bargaining units	TBS/SRB-445
information on public servants	SRB/PRB-010
request for a conciliator	SRB/OMD-130
revocation of certified bargaining agents	SRB/OSR-025
Columbia	
Canadian aid	IDA/BMD-340
Combines	
general	CCA/BCP-110
Combines Investigation Act	CCA/BCP-110
hearings under	RTP/COM-005
interpretation	CCA/BCP-120
prosecutions under	CCA/BCP-115
Combustion sources	
pollution	DOE/CAP-235
Commemoration and special events	
wars, memorials and pilgrimages	VAC/DVA-010
Commercial entry systems	
customs	RCC/CPE-345
Commercial goods	
entry assessment	RCC/CPE-330
Commissioner of Official Languages	
studies and reports	TBS/OLB-250
Commissions of Enquiry	
RCMP	SGC/PSB-005

Key Words	CoR No.
Commodity and trade agreements	
international	BOC/INT-210 DEA/JFB-015
international policy	DEA/EFB-070
Commodity coding	
excise tax	RCC/EPE-045
Commodity taxes	FIN/TAC-740
Common services	
statistical services	STC/FCG-538
Commonwealth	
Agricultural Bureaux	DOA/RER-245
Canadian administration and funding of programs	IDA/MVP-145
Canadian development aid	IDA/MVP-120
Canadian participation in programs and activities	DEA/IFB-120
Games/temporary entry to Canada for	EIC/IMM-090
policy and programs	FIN/IFD-630
Commonwealth Science Council	DOA/RER-245
Commonwealth War Graves Commission	VAC/DVA-035
Communicable diseases	
quarantine services	NHW/HAS-240
Communications	
analog and digital systems	DOC/REC-130
aviation, civil	DOT/DFS-080
behavioural research	DOC/REI-155
corporate affairs	CCA/BPC-155
DOC Information Services planning and management	DOC/PLS-070
extension of services	DOC/ACP-041
federal-provincial-territorial relations	DOC/PLR-065
informatics research	DOC/REI-150
legislative processes and strategic planning	DOC/PLP-075
marine	DOT/MTE-175
office automation	DOC/ACP-031
planning, development and information/ DIAND	INA/ADM-381
relations with other nations	DOC/PLI-015
research program and policy planning	DOC/RER-185
security	SIS/DDS-015
services/public relations and publishing	TBS/SEC-006
space electronics	DOC/RES-165
statistics	STC/SER-430
technological trends and priorities	DOC/DGT-081
technology, policies, programs and proposals	DOC/ACP-031
Communications Electronic Security (COMSEC) program	DOC/SCS-280
Community	
health services/program development	NHW/HSD-265
planning/scholarships	CMH/PDR-190
programs/prison inmates and offenders	CPS/SCP-275
relations/policing	CMP/CID-071
residential centres/parole supervision	CPS/SCP-290
services and facilities/native peoples	INA/ISP-031
Community Futures Program	
policy and correspondence	EIC/CJS-303
Community Resource Organization Program (CROP)	CMH/PSO-055
Community Services Contribution Program	CMH/PDR-220 FIN/FPR-270
Compensation	
federal employees and prison inmates	LAB/OSH-235

Key Words	CoR No.
Complaints	
anti-dumping	RCC/CPE-210
banks	FIN/IGB-020
Canada Labour Code/labour standards	LAB/ERC-185
consumer products	CCA/BCA-075
consumer products, packaging and labelling	CCA/BCA-015
customs operation	RCC/CPE-165
food packaging	CCA/BCA-010
fur garment making	CCA/BCA-020
inflation	FIN/FPD-075
injurious importation of subsidized goods	RCC/CPE-220
labelling of electrical products	CCA/BCA-005
marketing practices	CCA/BCP-120
patents	CCA/COA-100
precious metals	CCA/BCA-020
RCMP	CMP/CID-085
regarding telecommunications carriers	CRT/TEL-120
standard industrial classification	CCA/BCP-115
textile labelling	CCA/BCA-025
unfair labour practices	CLR/OPS-010
Urea Formaldehyde insulation	CCA/UFF-175
Complexe Guy Favreau, Montréal	
housing design	CMH/PSO-165
Composers	
statistics	STC/ECT-195
Comprehensive Milk Marketing Plan	CDC/COM-025
Comprehensive Tracking System	EIC/INS-285
Compressed Natural Gas (CNG)	EMR/CNP-240
Computer systems/services (see also EDP)	
art/image processing	NMC/NGD-170
graphics research	NRC/DEE-255
installations/security programs	CMP/TSD-166
modelling and simulation	NRC/DME-395
services/role of banks	BOC/MFA-170
technology/industrial application of	NRC/DME-395
Computer-based learning	NRC/DEE-275
Computerized manufacturing	
research in	NRC/DME-430
Conciliation and mediation	
Canada Labour Code/industrial relations	LAB/MCE-050
Condominiums	
sale of repossessed	CMH/ISO-155
Conferences	
federal policy and guidelines	TBS/APB-040
financial/federal-provincial	FIN/FPR-235
housing	CMH/GCC-030
International Air Transport Association	CTC/ATC-140
international labour	LAB/IRB-085
international scientific	NRC/GEN-750
National Research Council	NRC/EXE-020
social sciences and humanities, aid for	SHR/IRC-130
Conflict of interest	
corporate affairs	CCA/DRG-165
Congo	
Canadian aid	IDA/BFD-645
Connections; An Energy Strategy for the Future	ECC/PAA-040
Conrail	CTC/RES-315

Key Words	CoR No.
Conservation	
art on paper	NMC/NGE-215
artifacts	NMC/NPG-050
artifacts, Museum of Man	NMC/MMA-480
Canadian Institute of	NMC/NPG-070
energy	EMR/CNP-210
energy and oil substitution	EMR/CRB-250
energy in commercial, industrial, institutional and residential sectors	EMR/CRB-255
energy, renewable/demonstration agreements and programs	EMR/CNP-245
energy, renewable/financial policy	FIN/ERP-400
energy, renewable/regional operations	EMR/CRB-260
energy/federal programs	EMR/CRB-270 EMR/CRB-280
Gatineau Park	NCC/PAB-031
Museum of Man	NMC/MCC-540 NMC/MMB-510 NMC/MMD-570 NMC/MME-600 NMC/MMF-630 NMC/MMG-660
Museum of Natural Sciences	NMC/NSD-390 NMC/NSF-425
Museum of Science and Technology	NMC/MST-690
natural sciences specimens	NMC/NSC-365
Ottawa Greenbelt	NCC/PRB-052
Restoration and Conservation Laboratory	NMC/NGA-100
technology transfer of energy conservation material	EMR/CNP-225
transportation energy	EMR/CNP-240
works of art	NMC/NGD-195
works of art, National Gallery	NMC/NGF-245
Constitutional Review Program	SSC/CCP-070
Construction	
capital expenditures statistics	STC/SCT-475
current investment indicators	STC/SCT-480
federal government	PWC/PWC-025
government liaison	NCC/SEC-010
housing standards	CMH/PSO-170
human resource planning	EIC/EMP-360
international aid	IDA/RVP-745
National Capital Commission projects	NCC/DEB-021
negotiations	EIC/EMP-360
Ports Canada facilities	CPO/POR-010
St. Lawrence Seaway	SLS/ESB-090
St. Lawrence Seaway, plans for	SLS/ESB-110
St. Lawrence Seaway, relocation for	SLS/ESB-060
statistics	STC/IND-370
union transactions	EIC/EMP-360
Construction Industry Development Council	RIE/SEI-395
Construction materials	
evaluation	CMH/PSO-355
remission of sales and excise tax	RCC/EPE-085
taxable status	RCC/EPE-030
Consular operations	
Canadian	DEA/JFB-024
Consular policy	
Canadian	DEA/JFB-023
Consumer advocacy	CCA/BCA-045
Consumer choice	
general information	CCA/BPC-125
Consumer credit markets	BOC/MFA-125
Consumer finance	
survey	STC/HLD-055

Key Words	CoR No.
Consumer loan companies	
balance-sheet data	BOC/MFA-110
reports and returns	BOC/MFA-150
Consumer market	
policies and legislation	CCA/BCA-045
Consumer products	
hazards, chemical and microbiological	NHW/EHD-190
hazards, radiation	NHW/EHD-210
packaging and labelling	CCA/BCA-015
precious metals and fur garment making	CCA/BCA-020
textile labelling	CCA/BCA-025
Consumer protection	
choice	CCA/BPC-125
legislation and regulations	CCA/BPC-130
product control	CCA/BCA-075
product safety	CCA/BCA-070
product testing	CCA/BCA-080
Consumer services	
business needs	CCA/BCA-035
general	CCA/BCA-030
voluntary groups	CCA/BCA-040
Contaminants control	DOE/CAP-275
Contraband and dangerous substances	
penal institutions	CPS/OSD-360
Contracts	
administration/federal government	DSS/DCS-190
employment equity	EIC/EMP-484
establishment of federal authority levels	TBS/APB-045
federal government	DSS/DCS-185
Indian Affairs and Northern Development	INA/ADM-366
Conveyor systems	
government master specifications	PWC/PWC-020
Co-operation and liaison (standard class of records)	
see institution identifier with 904, if available, in chapter concerning relevant institution	
Co-operative credit associations	
general information	FIN/FIM-150
Co-operative housing see Non-profit and co-operative housing	
Co-operatives	
agricultural and food industries	DOA/MAE-280
Copyright	
authors' and designers' works	CCA/COA-095
museum publications	NMC/CMS-020
National Gallery publications	NMC/NGD-180
policy development	DOC/ACC-245
research	CCA/BPC-145
Copyright Act	CCA/COA-095
Cordilleran Geology	
activities, management and operations	EMR/GSC-390
Cornwall Canal see St. Lawrence Seaway	
Corporate finance	
general information	FIN/EDD-520
Corporate planning	
internal/Statistics Canada	STC/CPM-620
Corporations	
general information	CCA/COA-090
income tax	FIN/CRT-765
tax return assessments	RCT/PSB-136
taxation data	STC/IOF-435
Corporations and Labour Unions Returns Act (CALURA)	LAB/LDB-150
financial data	STC/IOF-440
Corporations, Crown see Crown corporations	
Correctional Investigator	
liaison	CPS/IGB-125
Correctional services	
enquiries	CPS/SDC-140
general operations of	NPB/NPB-005
issues	SGC/POL-075
policies of	OCI/CIN-025
staffing	SGC/POL-070
statistics	STC/CCJ-125
volunteers	CPS/SCP-305
youth/statistics	STC/CCJ-155
Corrosion Control Program	NEB/PEO-065
Cosmetics	NHW/DDI-135
Health and Welfare field activities	NHW/FOD-215
Cost effectiveness, study of procedures in (SPICE)	OCG/PCU-006
Cost-of-living	
statistics	STC/PRI-415
Cost-shared programs	
National Capital Region	NCC/DEB-021
Costa Rica	
Canadian aid	IDA/BMD-360
Countervailing duties	
complaints	RCC/CPE-220
policies and procedures	RCC/CPE-240
Courier control	RCC/CPE-305
Courts martial	DND/JAG-035
Credit	
guarantees	ECC/PAA-070
market structure programs	CCA/BPC-135
submissions analysis and research/support groups	BDB/FLS-040
Credit unions	
balance-sheet data	BOC/MFA-110
Inspector General of banks	FIN/IGB-005
payment systems	BOC/MFA-155
reports and returns	BOC/MFA-150
Cree/Naskapi (see also Native peoples)	
economic development/Québec	INA/SGP-011
Crew lists and manifests	
regulations and procedures	EIC/IMM-070
Crime	
commercial	CMP/ECD-046 CMP/OPD-270
community prevention schemes	CMP/OPD-265
criminal intelligence services	CMP/CIS-095
customs infringements	RCC/CPE-155
identification of criminals	CMP/IDD-105
index services	CMP/OPD-330
international	CMP/FSD-015
Interpol	CMP/CID-080
offences of travellers entering Canada	RCC/CPE-285
organized, information on	CMP/CID-075
organized, RCMP intelligence services	CMP/OPD-280
ports facilities	CPO/POL-035
prevention, myths, sentencing	SGC/POL-085
prevention through identification services	CMP/OPD-335
records of offences	STC/CCJ-140
reporting/records	STC/CCJ-140
studies	SGC/POL-080
taxation investigations	RCT/PSB-236
unsolved	CMP/RSV-220

Key Words	CoR No.
Criminal Code	
prosecutions in Northwest and Yukon Territories	JUS/CLB-005
research	LRC/LRS-015
review	SGC/PSB-015
Criminal courts	
statistics	STC/CCJ-130
Criminal intelligence services	
against organized crime	CMP/OPD-280
Criminal Intelligence Services Canada	CMP/CIS-095
Criminal justice system	
correctional matters	NPB/NPB-005
diversion	SGC/POL-090
information	SGC/POL-085
issues	SGC/POL-075
public attitudes	SGC/POL-110
special offenders	SGC/POL-115
Criminals	
histories	CMP/IDD-105
personal histories	CMP/OPD-330
Crop Damage Prevention Program	DOA/SDM-365
Crops	
advance payments	DOA/MAE-255
demonstration farm	DOA/PFA-545
improvement of quality and production efficiency	DOA/RDB-420
insurance	DOA/SDM-355
insurance/stabilization of costs	FIN/EDD-490
loss assistance programs	DOA/SDM-360
new varieties and production practices	DOA/RDB-425
protection from pests	DOA/RER-210
quality and production efficiency	DOA/RER-225
statistics	STC/AGR-450
wheat crop loss	DOA/SDM-370
Crown corporations	OCG/PDB-085
administration and financial management	FIN/CCD-535
administration and planning	TBS/PRB-580
Economic Council	ECC/CRA-020
investments management	RIE/ISP-185
monitoring in energy area	EMR/EPS-200
privatization	FIN/CCD-540
task force on privatization of	TBS/PRB-560
Transport Canada	DOT/COD-025
Crown investments	
general/DRIE	RIE/ISP-180
Crown lands see Canada Lands; Land	
Crown projects	TBS/APB-105
Crown property	
surplus	PWC/PWC-085
Cults	
RCMP criminal intelligence service	CMP/OPD-280
Cultural activities	
industry statistics	STC/ECT-190
initiatives	CAC/ART-020
library services	NLC/ADM-025
prison inmates	CPS/SCP-320
statistics	STC/ECT-195
Cultural exchanges	CAC/ART-010
museums, programs	NMC/NPG-075
Cultural expenditures, federal	STC/ECT-205
Cultural Initiatives Program	
applications for financial support	DOC/CIP-265
Cultural organizations	
financial support	DOC/CIP-265
records	STC/ECT-185
Cultural property see Arts	
Cultural relations	
policy and programs	DEA/BCB-160
with other countries	DEA/BCB-155
Culture	
Canadian cultural agencies	DOC/ACA-230
federal-provincial-territorial relations	DOC/PLR-065
industry associations and policy issues	DOC/ACF-220
international liaison	DOC/PLI-020
National Capital Region	NCC/PAB-032
native peoples/Inuit	INA/NAP-171
resource and policy planning, DOC	DOC/PPI-215
Culture and recreation	
National Capital Region	NCC/SEC-019
Currency	
Act	FIN/FAD-185
bank notes	BCC/SEC-005
Bank of Canada	FIN/FIM-155
money market analysis	BOC/SEC-010
research	BOC/DBO-285
used notes	BOC/DBO-300
Customs (see also Customs and excise)	
air passenger control	RCC/CPE-290
airport inspection	RCC/CPE-290
border points of entry	RCC/CPE-280
brokers, information	RCC/CPE-135
brokers, licensing and control	RCC/CPE-340
cargo control	RCC/CPE-265
carrier control	RCC/CPE-260
collections and accounts	RCC/CPE-255
commercial entry systems	RCC/CPE-345
criminal offences	RCC/CPE-285
detection of prohibited goods	RCC/CPE-300
duties, drawbacks and refunds	RCC/CPE-195
importation of goods through postal system	RCC/CPE-295
information, complaints	RCC/CPE-165
infringements, profile of high-risk individuals or organizations	RCC/CPE-155
internal operations	RCC/CPE-160
international mail, processing of	RCC/CPE-310
legislation, analytical service	RCC/CAE-425
legislation enacted at frontier	RCC/CPE-365
passenger entry processing	RCC/CPE-280
ports/hours of service, special service	RCC/CPE-340
regulations, interpretation of	EIC/IMM-095
tariffs and duties, administration of	FIN/IER-595
tariffs and trade	FIN/TAR-675
tax rulings	RCC/EPE-005
warehouse control	RCC/CPE-265
Customs Act	
audits and investigations	RCC/CPE-150
historical data	RCC/CPE-375

Key Words	CoR No.
Customs and excise (see also Customs; Excise)	
access, privacy and human rights	RCC/CAE-440
administration	RCC/CAE-430 RCC/CPE-395
audit and evaluation	RCC/CAE-435
automated systems	RCC/CPE-315
automated systems, maintenance and development	RCC/CPE-325
automated systems, testing	RCC/CPE-320
conditional release	RCC/CPE-355
data capture	RCC/CPE-360
entry and amendment systems	RCC/CPE-330
financial policy	RCC/CAE-420
international representation	RCC/CAE-445
legislative affairs	RCC/CPE-375
management analysis	RCC/CPE-400
management systems	RCC/CPE-405
planning	RCC/CPE-390
planning analysis	RCC/CAE-410
planning co-ordination	RCC/CAE-415
RCMP enforcement program	CMP/CID-050 CMP/OPD-275
Release Minimum Documentation	RCC/CPE-355
tax and non-tax revenue	RCC/CAE-420
Customs and Excise Offshore Application Act	RCC/CPE-260
Customs Tariff Act	
analytical service	RCC/CAE-425
Customs Tariff and Canadian International Trade Classification (CITC)	RCC/CPE-380

D

Key Words	CoR No.
Dairy commission	
administrative policies	CDC/COM-015
Canadian Milk Supply Management Committee	CDC/COM-025
consultative committee	CDC/COM-020
liaison with federal and provincial agencies	CDC/COM-010
market research and product promotion	CDC/MOP-100
policy development and consultation with federal and provincial agencies	CDC/PEC-030
rules of procedure	CDC/COM-005
Dairy producers	CDC/SOP-035
Dairy products	
export assistance to farmers, payment of	CDC/MOP-090
export, import, interprovincial movement, regulation of	DOA/FPI-055
grading, standards and labelling	DOA/FPI-045
inspection and monitoring	DOA/FPI-060
inventories held by the dairy commission	CDC/MOP-085
levies on farmers for export costs	CDC/SOP-060
licensing of dealers and brokers	DOA/FPI-050
market research	CDC/MOP-100
milk and cream production	CDC/SOP-045
payment of subsidies for milk and cream shipments	CDC/SOP-055
promotion	CDC/MOP-100
purchase information of the dairy commission	CDC/MOP-070
registration of processing plants	DOA/FPI-050
sales information of the Commission	CDC/MOP-065
skim milk used as animal feed	CDC/MOP-095
storage facilities	CDC/MOP-075
subsidies for milk and cream shipments	CDC/SOP-050

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Dairy products (*continued*)	
transport	CDC/MOP-080
Dams	
Gardiner and Qu'Appelle Rivers	DOA/PFA-525
St. Lawrence Seaway	SLS/ESB-095
Dancers	
statistics	STC/ECT-195
Dangerous goods	
ships/shipping	DOT/MSS-230
transportation	DOT/SDG-035
David Florida Laboratory	DOC/RES-182
De Havilland Aircraft of Canada	FIN/EDD-530
Deaths	
coding	STC/HLT-105
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Debentures and shares	
banks	FIN/IGB-035
Debts	
consumer	BOC/MFA-125
federal government	FIN/ADM-795
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public accounting for	BOC/PDD-330
retirement of, Government of Canada securities	BOC/PDD-325
Decentralization, Task Force Team on	TBS/PRB-545
Decorations, medals	
veterans	VAC/DVA-005
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air/training	DND/ADO-290
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anti-submarine warfare	DND/ADO-280
auxiliary fleet	DND/MDO-170
British training exercises in Canada	DND/LDO-215
colonel commandant appointments	DND/LDO-220
colonel of the regiment appointments	DND/LDO-225
communications and electronics	DND/MCE-325 DND/WEE-660
data processing, automated	DND/MSD-780
department administration	DND/ESD-055
development and co-ordination of policies	DEA/IFB-130
DRIE programs	RIE/OIA-035
expenditures	DND/DPB-130
financial administration	DND/FSB-765
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international operations	DND/PPB-140
land mine warfare	DND/MEO-315
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land/instructional material	DND/LDO-210
land/organization	DND/LDO-200
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machinery, vehicles, engines	DND/WEE-655
management consulting services, DND	DND/MSD-775
management information systems	DND/MSD-785
mapping and charting	DND/MEO-310
maritime/command and control systems	DND/MDO-180
maritime/contingency operations	DND/MDO-195
maritime/correspondence	DND/MDO-185
meteorology	DND/ADO-260
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Key Words	CoR No.
Defence, national (*continued*)	
military construction	DCL/OPR-005
nuclear, biological, chemical	DND/MPO-295
operations	DND/MDO-190
planning	DND/DPB-125
policy and planning	DND/MSD-790
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strategic assessment	DND/PPB-135
strategic studies	DND/ORA-150
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weapons systems	DND/WEE-650
Demography	
general	STC/DEM-030
human settlements/international aid	IDA/RVP-795
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Dental health	
promotion and review	NHW/HSD-295
Dental services	
prison inmates	CPS/HCO-330
veterans	VAC/DVA-040
Deportation of persons illegally in Canada	EIC/IMM-080
Deposit insurance see Insurance	
Design	
federal government	PWC/PWC-025
housing	CMH/PDR-235 CMH/PSO-165
NCC projects	NCC/DEB-022
St. Lawrence Seaway	SLS/ESB-085
scientific equipment	NRC/DME-425
Designers	
copyright	CCA/COA-095
Detention orders	
excise	RCC/CPE-135
Developing countries (see also Assistance, international development)	
agricultural and food projects	DOA/SDM-390
CIDA and NGOs/aid	IDA/SVP-220
CIDA contacts	IDA/SVP-240
Consultative Group on International Agricultural Research (CGIAR)	IDA/MVP-155
economic and social development planning	IDA/YVP-080
family planning and population control, Canadian policy on	IDA/MVP-150
food storage, marketing and consumption policies	IDA/YVP-035
forestry development and management	IDA/YVP-045
housing	IDA/YVP-040
human resource inventories	IDA/RDG-710
human resources/CIDA	IDA/YVP-050
incentives for investment	IDA/MVP-130
industrial co-operation	IDA/AVP-105 IDA/AVP-110 IDA/SVP-260
INGOs projects/CIDA grants	IDA/SVP-245
international organizations/CIDA	IDA/SVP-265
management skills	IDA/SVP-235
mining and mineral resources	IDA/YVP-055
OECD studies and decisions	IDA/YVP-015
research projects	IDR/CPD-035
specific projects of companies	IDA/SVP-255
women, role of	IDA/YVP-095
Diplomatic and consular posts	DEA/FGB-025
Diplomatic privileges and immunities	
foreign and Canadian representatives	DEA/XDX-005

Key Words	CoR No.
Diplomatic representatives	
accreditation and appointment	DEA/XDX-005
Disability (medical)	
determination of for Canada Pension Plan benefits	NHW/ISP-380
Disabled and handicapped persons	
advocacy	SSC/CCP-080
aids for	NRC/DEE-290
aids for, research on	NRC/DEE-280
Blind persons Act	NHW/ISP-395
Canada Assistance Plan	NHW/ISP-395
children	NHW/HSD-275
communications services	DOC/ACP-041
disability records	STC/HLT-110
employment	EIC/EMP-475
fitness and amateur sport program	NHW/FAS-425
housing access standards	CMH/PDR-195
housing rehabilitation standards	CMH/PSO-090
library services	NLC/PSB-100
pensions to veterans	VAC/CPC-020
prosthetic services	NHW/HAS-230
prosthetics research	NRC/PEE-280
reduced wages	LAB/ERC-225
sign-language services	SSC/OLP-015
student loans	SSC/ESP-010
transportation	DOT/COD-020
voluntary organizations	SSC/CCP-080
women	ASW/RES-005
Disarmament (see also Atomic energy)	
policy and positions	DEA/IFB-125
UN Non-proliferation Treaty on Nuclear Weapons	AEC/DFC-145
Discovery Train	
Museum of Man	NMC/MME-590 NMC/NPG-060
Discrimination (see also Human rights)	
general information	HRC/CCB-015
native peoples	INA/SGP-006
public service	PSC/AIB-015
women at work	ASW/RES-015
Diseases	
classification	STC/HLT-105
epidemiological information	NHW/CDC-165
exotic, dangerous, communicable/international	NHW/HAS-240
in the workplace, statistics	OHS/TES-030
microbial/in humans	NHW/CDC-185
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Displaced persons	
policy on admission to Canada	EIC/IMM-125
Distilleries	
excise audits	RCC/EPE-045
excise duties	RCC/EPE-075
monitoring of excise duty	RCC/EPE-115
monthly revenue reports	RCC/EPE-100
Distributors, primary	
jobbers	BOC/SEC-015
Divorce	
Canadian statistics	JUS/ADB-040
registries	STC/HLT-095
women and law	ASW/RES-025
Dominican Republic	
Canadian aid	IDA/BMD-405
Dominion and ordinance lands	
management	DOE/PKS-010

Key Words	CoR No.
Dominion Astrophysical Observatory	NRC/HIA-350
Drawbacks and refunds	
customs duties	RCC/CPE-195
Drought	
financial and technical assistance	DOA/PFA-555
reduction, Western	DOA/PFA-510
Drugs	
adverse reactions	NHW/CDC-175
biological, licensing of	NHW/DDI-145
criminal justice system	SGC/POL-085
enforcement	RCC/CPE-300
enforcement, law	CMP/OPD-290
enforcement, RCMP	CMP/DED-055
Health and Welfare field activities	NHW/FOD-215
narcotics, monitoring and use of	NHW/DDI-150
non-prescription, registration and safety of	NHW/DDI-125
penal institutions	CPS/OSD-360
prescription, policy and regulation governing	NHW/DDI-130
pricing	CCA/BPC-135
psychoactive, control policies for	NHW/CDC-160
veterinary, safety and effectiveness of	NHW/DDI-140
Duties and taxes (see also Excise tax; Income tax; Sales tax; Taxes)	
air transportation	RCC/EPE-080
audits	RCC/EPE-125
computation	RCC/EPE-015
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drawbacks, refunds, remissions	RCC/CPE-140
exemptions and refunds	RCC/EPE-035
fuel, rebate	RCC/EPE-055
imported goods	RCC/CPE-145
imported goods, valuation of	RCC/CPE-215
international	FIN/IER-590
interpretations	RCC/EPE-120
investigation of fraud	RCC/EPE-070
marginal manufacturing	RCC/EPE-080
policies for collection of	RCC/EPE-040 RCC/EPE-110
postal regulations on imported goods	RCC/CPE-295
remissions (customs and excise)	RCC/CPE-190
specific company files	RCC/EPE-015
strategy, appeals and adjudications	RCC/EPE-090
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Duty-free shops	
regulations	RCC/CPE-270
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Earth physics	
general	EMR/PHB-320
Earth sciences	
research	EMR/DEX-005
resource management	EMR/DEX-010
Earthquakes	
monitoring	EMR/PHB-345
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Easements, granting of	
National Capital Region	NCC/PRB-041
Ecatour maps	DOA/CFS-690
Eclipses, research on	NRC/DSP-155
Ecological research	DOE/CAP-160
Econometrics	
background studies programs	BOC/MFA-140
Canadian economy	STC/ECA-275
computerized model	ECC/CRA-010
Economic activities	
Canada and U.S.	BOC/RES-080
conditions in industry	LAB/EIR-125
corporate affairs research	CCA/BPC-145
food policy	CCA/BPC-140
in foreign countries/ international development	IDA/YVP-085
international and domestic relations	DEA/EFB-080
international trade sanctions	FIN/IER-550
issues	ECC/CRA-030
market analysis	DSS/HSO-005
outlooks and forecasts/energy policies	EMR/DEX-025
policies, federal	BOC/SEC-075
policy development	RIE/PPA-025
ports planning	CPO/COR-030
projections and models	BOC/RES-080
quantitative methods and data	BOC/RES-090
relations with Europe	FIN/IER-560
statistics on international	FIN/IFD-610
supply and demand studies	BOC/RES-085
United Nations	FIN/IFD-665
United States impact on Canada	FIN/EAD-115
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Economic commissions	
policies and programs	FIN/IFD-665
Economic councils	
policy	FIN/EDD-430
Economic development	
federal organizations dealing with international questions	BOC/INT-215
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native peoples	INA/EDP-086 RIE/NED-325
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Newfoundland	ECC/PAA-100
policy	FIN/EDD-430
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social planning	IDA/YVP-080
social within specific sectors	IDA/YVP-030
Western	ECC/PAA-050
Economic geology	
activities, management and operations	EMR/GSC-360
Economic review	
1980	ECC/PAA-095
1981	ECC/PAA-085
1982	ECC/PAA-065
1983	ECC/PAA-060
1984	ECC/PAA-045
1986	ECC/CRA-005

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Economy, national	
analysis	FIN/EAD-110
analysis of government assistance	FIN/EDD-530
Canadian econometric model	RIE/POL-240
effect of social policy	ECC/CRA-039
effects of energy policies	FIN/SPA-085
energy policies, analysis	EMR/EPS-165
federal-provincial relations	FIN/FPR-200
foreign ownership and control	FIN/IER-555
impact of financial plans	FIN/FPD-065
industrial policy	FIN/EDD-435
international relations	FIN/IER-550 FIN/IER-560 FIN/IFD-605
macroeconomic models	FIN/EAD-135
past and present conditions in Canada	FIN/EAD-120
policy analysis	FIN/FAD-195
quarterly forecasts	FIN/EAD-130
regional analysis	FIN/EAD-125
short-term analysis	RIE/POL-255
statistics of financial flows	STC/IFE-245
Ecotoxicology research	NRC/BSC-095
Ecuador	
Canadian aid	IDA/BMD-345
EDP	
banking	FIN/IGB-040
business systems analysis/CMHC	CMH/FMI-276
Correctional Service Canada	CPS/ADP-160
Department of Finance	FIN/EAD-140
EIC information systems	EIC/SYS-555
employment and benefit systems support/EIC	EIC/SYS-560
health and safety databank	OHS/ISS-005
installations, policies and procedures for/EIC	EIC/SYS-565
internal operations/CMHC	CMH/FMI-290
internal resource management/CMHC	CMH/FMI-295
internal services/CMHC	CMH/FMI-275
internal services/Statistics Canada	STC/MCC-517
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regional delivery of income security programs/NHW	NHW/ISP-370
standards and procedures/Statistics Canada	STC/CLS-515
Standards Program/federal government	DSS/MOS-170
system documentation/Statistics Canada	STC/ISD-495
systems and programs/Statistics Canada	STC/ISD-490
technology evaluation/Statistics Canada	STC/CLS-510
training section/Statistics Canada	STC/CLS-505
user services/CMHC	CMH/FMI-296
Education (see also Training)	
Canadian studies support	SSC/CCP-085
CIDA contributions	IDA/SVP-230
co-operative	EIC/EMP-460
elementary and secondary, statistics	STC/ECT-165
federal-provincial cost sharing	FIN/FPR-220
financial assistance for official language training	SSC/OLP-030
financial records	STC/ECT-175
Indian and Inuit people	INA/ISP-041
international activities	SSC/ESP-005
international aid	IDA/RVP-780
market structure	CCA/BPC-135
native peoples in the north	INA/NAP-181
postsecondary, statistics	STC/ECT-170
postsecondary, student loans	SSC/ESP-010
postsecondary/payments to provinces and territories	SSC/ESP-005
prison inmates, academic	CPS/ETD-170
prison inmates, training	CPS/ETD-165
prison inmates, vocational	CPS/ETD-185
projections and analysis	STC/ECT-180
savings plans/taxation	RCT/LIA-051
Egg hatcheries and processing plants	
inspection and registration	DOA/FPI-035
Egypt	
Canadian aid	IDA/BCD-550
EHF technology trials on Olympus satellite	DOC/DGI-086
Eighteenth Annual Review	ECC/PAA-085
El Salvador	
Canadian aid	IDA/BMD-365
Elderly persons see Seniors	
Elections	
Canadian Forces electors	DND/JAG-025
Electric power	
certificates, licences, orders for lines	NEB/OOS-095
conferences	NEB/EPB-170
construction, applications for lines	NEB/OOS-085
construction of international power lines	NEB/EPB-160
export licences	NEB/OOS-085 NEB/OOS-095
export licences, applications for	NEB/EPB-150
failures	NEB/EPB-175
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general	EMR/CNP-215
generated by nuclear power, financial policy	FIN/ERP-395
generation, St. Lawrence Seaway	SLS/ESB-095
inspection of meters on international lines	NEB/EPB-165
liaison with transmission companies	NEB/EPB-170
liaison with U.S. departments	NEB/EPB-180
parliamentary enquiries	NEB/OOS-105
policy planning	EMR/EPS-185
projects and studies	NEB/EPB-155
research in industry	NRC/DEE-285
resource development	EMR/DEX-045
standing panel files for lines	NEB/OOS-090
statistics	NEB/EPB-185
transmission of	NEB/EPB-155

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Electric power, northern	
commission, operations of	NCP/OEB-010
construction and improvement projects	NCP/OEB-055
distribution lines	NCP/OEB-025
equipment and supplies	NCP/OEB-035
hydraulic structures and facilities	NCP/OEB-040
hydro sites	NCP/OEB-020
marketing of	NCP/CPA-005
production and water treatment	NCP/OEB-045
transportation of materials	NCP/OEB-050
Electric power plants	
St. Lawrence Seaway (Eastern Region)	SLS/EME-055
St. Lawrence Seaway (Western Region)	SLS/EMW-055
Electrical equipment	
general	RIE/MEE-125
records	STC/IND-350
Electrical fires, accidents and failures/ investigations	NRC/DEE-250
Electrical products	
labelling of	CCA/BCA-005
Electricity	
fuels/statistics	STC/IND-315
tax rulings	RCC/EPE-005
Electricity and gas (see also Natural gas; Oil and gas)	
inspection	CCA/BPC-130
regulations, standards, registration applications	CCA/BCA-055
Electromagnetic engineering research	NRC/DEE-260
Electronic funds transfer	
market structure	CCA/BPC-135
Electronic structure of metals and alloys, research in	NRC/DMS-450
Electronic surveillance	
policy and procedures	SGC/PSB-035
Electronics and aerospace	
general	RIE/ELA-130
Elizabeth Fry Society	
relationship with CSC	CPS/SCP-280
Emergencies	
atomic, planning activities	AEC/PAB-210
contingency planning in peacetime	SGC/PSB-020
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energy allocation planning	EMR/ESB-155
health and welfare services	NHW/HAS-255
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military or civil	DND/MPO-300
national agency for allocation of energy	EMR/ESB-145
oil allocation	NEB/OIL-195
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petroleum supplies allocation	EMR/ESB-135 EMR/ESB-140
pollution contaminant	DOE/CAP-285
preparedness, federal government	PWC/PWC-010
transportation of radioactive materials	AEC/DFC-160
treatment and first aid, public service health programs	NHW/HAS-225
Emergency planning	
agricultural products, inspection and regulation of	DOA/SDM-385
Correctional Service Canada	CPS/OSD-370
DRIE	RIE/IRB-525
EIC operations	EIC/SEC-050
penal institutions/contingency plans	CPS/OSD-355
petroleum allocation	EMR/DEX-030
St. Lawrence Seaway	SLS/CPB-005
telecommunications	DOC/SME-205
Transport Canada	DOT/DSE-065
Emission standards	
motor vehicles	DOT/DTS-275
Employees' rights	
labour practices	CLR/OPS-010
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Employers	
services to	EIC/EMP-445
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training assistance	EIC/CJS-298
unemployment insurance premium reductions	EIC/INS-165 EIC/NSB-610
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Employment (see also Unemployment insurance)	
assessment of services amd programs	EIC/SPP-675
assistance to textile, clothing, footwear and tanning industries	EIC/EMP-350
Canada-Mexico trainee exchanges	EIC/EMP-460
Canada Works Program	EIC/CJS-395
Career-Access Program	EIC/CJS-400
co-operative education	EIC/EMP-460
Community Futures Program	EIC/CJS-303
computer centres, regional	EIC/SYS-520
counselling and testing	EIC/EMP-450
development policies	EIC/CJS-390
disabled persons	EIC/EMP-475
disadvantaged persons	EIC/EMP-480
earnings reporting system, automated	EIC/INS-245
earnings/statistics	STC/LAB-075
enquiries, guidelines	EIC/EMP-420
enquiries, NRC	NRC/EXE-005
equality of opportunity	EIC/EMP-475
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equity/private sector	EIC/EMP-485
equity/special groups	EIC/EMP-490
health services for employees	OHS/TES-015
help-wanted statistics	STC/LAB-076
hirings, automated system for reporting	EIC/INS-250
hirings, manual system for reporting	EIC/INS-240
improvement of employability of disadvantaged persons	EIC/EMP-480
Indian communities	INA/EDP-071
Innovations Program	EIC/CJS-301
insurance technological systems, advanced	EIC/SYS-535
interdepartmental programs	EIC/EMP-345
international exchange programs	EIC/EMP-460
Job Corps Program	EIC/CJS-405
Job Development Program	EIC/CJS-296
Job Entry Program	EIC/CJS-294
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leave and pay information	LAB/ERC-215
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levels, future	EIC/SPP-635

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Employment (*continued*)	
Local Employment Assistance Development	EIC/CJS-410
monitoring and assessing of services and programs	EIC/EMP-495
National Job Bank	EIC/EMP-435
native people	PSC/SPB-040 PSC/SPB-055
native people, programs for	EIC/EMP-465
northern Canada	INA/NAP-276
Outreach Program	EIC/EMP-440
pay	LAB/ERC-215
penal institution inmates	CPS/ETE-150
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policy development of programs	FIN/SPD-295
policy on services and programs	EIC/EMP-425
practices/special programs	HRC/CCB-025
programs in the public service	TBS/PPB-426
Skill Investment Program	EIC/CJS-292
staffing of overseas agricultural projects	DOA/SDM-395
summer	EIC/EMP-460
Summer Employment Experience Development (SEED)	EIC/CJS-415
systems supporting administration of client services	EIC/SYS-510
systems supporting administration of development programs	EIC/SYS-500
systems supporting administration of training programs	EIC/SYS-505
systems supporting control activities	EIC/SYS-525
tax credit	FIN/SPD-295
terms and conditions	CLR/OPS-035
unemployment benefit plans	RCT/LIA-051
unemployment programs, policy development	FIN/SDP-295
unemployment research	ECC/PAA-075
unemployment, trends in long-term	EIC/SPP-705
unlawful work stoppage	CLR/OPS-015
visible minorities	EIC/EMP-476
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Work Orientation Workshops (WOW)	EIC/CJS-415
working conditions survey group	LAB/LDB-175
youth	SSC/CCP-065
youth, programs for	EIC/EMP-460
Employment and benefit EDP systems, support for	EIC/SYS-530
Employment and staffing (standard class of records)	
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Enemy assets	
custody of	DSS/MOS-150
Enerdemo Canada Program	EMR/CNP-230 EMR/CNP-245

Key Words	CoR No.
Energy (see also Atomic energy; Oil and gas)	
alternate/policies and programs	EMR/CNP-230
Canadian content in projects	NEB/ECB-255
Canadian ownership regulations	EMR/PNA-115
certificates, licences, orders	NEB/OOS-095
commission, operations of northern	NCP/OEB-010
conservation policy	EMR/CRB-255 EMR/DEX-035
conservation programs/federal management	EMR/CRB-270
conservation/federal buildings	PWC/PWC-055
conservation/federal departments	EMR/CRB-270
conservation/food preparation	DOA/MAE-270
conservation/housing	CMH/ISO-340
conservation/non-petroleum sources	EMR/CNP-210
costs and pricing	NEB/ESB-315
Crown corporation monitoring	EMR/EPS-200
developing countries	IDA/YVP-060
development of coal resources	EMR/CNP-235
economic research material	ECC/PAA-040
electrical, general	EMR/CNP-215
emergency agency for regulation and control	EMR/ESB-145
emergency allocation planning	EMR/ESB-155
emergency demand restraint	EMR/ESB-150
emergency planning	EMR/ESB-140
environmental assessment	EMR/EVA-060
financial analysis	EMR/EPS-190
financial monitoring of petroleum industry	EMR/EPS-205
home	EMR/CRB-265
industrial policies and programs	EMR/CRB-275
international aid	IDA/RVP-730
international issues	DEA/JFB-015
international relations	EMR/EPS-195 FIN/IER-585
labelling of electrical products	CCA/BCA-005
macroeconomic analysis	EMR/EPS-165
macroeconomic forecasts	NEB/ECB-245
market analysis	EMR/EPS-175
microwave/research	NRC/DEE-260
non-petroleum sources	EMR/DEX-045
northern, marketing of	NCP/CPA-005
parliamentary enquiries	NEB/OOS-105
policies, economic effects of	FIN/SPA-085
policy	EMR/DEX-020 EMR/EPS-160
policy, Canadian ownership	EMR/PNA-110
policy, economic outlook	EMR/DEX-025
policy, financial	FIN/ERP-425
policy, international	DEA/EFB-095
policy planning	EMR/EPS-185
programs	EMR/CRB-280
proposed projects	NEB/ECB-260
public correspondence on programs	EMR/DEX-040
published material on renewable	NEB/ESB-305
renewable/financial policy	FIN/ERP-400
renewable/general	EMR/CNP-245
renewable/published material on	NEB/ESB-305
renewable/regional operations, conservation	EMR/CRB-260
renewable/resources	EMR/DEX-035
research and development	EMR/CAB-450 EMR/CNP-210 EMR/DEX-005 EMR/DEX-040 EMR/RDO-545 EMR/RDO-550 NRC/DEN-295

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Energy (*continued*)	
statistical reports	NEB/ESB-300
statistics	EMR/EPS-180 STC/IND-315 STC/INO-270
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  - fishermen's assistance programs — DFO/CSC-105
  - habitat protection — DFO/PFF-025
  - habitat research — DFO/PFF-020
  - inspection of fish products — DFO/MIF-070
  - international aid — IDA/RVP-765
  - international trade relations — DFO/MIF-065
  - labour market development — EIC/EMP-370
  - management, conservation, protection — DFO/AFS-015
  - marketing — FIN/EDD-495
  - marketing policies and strategies — DFO/MIF-060
  - national parks — DOE/CAP-140
  - native peoples — INA/LRT-116
  - northern — NCP/OEB-030
  - Pacific region salmonids — DFO/PFF-035
  - policy and development — FIN/EDD-495
  - product inspection — DFO/MIF-070
  - research — DFO/AFS-010
  - services to fishermen — DFO/AFS-005
  - small craft harbours — DFO/SCH-100
  - socioeconomic research — DFO/PPP-045
  - statistics — DFO/FFM-110
  - strategic policy and planning — DFO/PPP-040
- **Fishing Vessel Assistance Program** — DFO/FAA-095
- **Fishing Vessel Insurance Plan** — DFO/FAA-095
- **Fishing vessels**
  - construction — DFO/FAA-095
  - insurance — DFO/FAA-095
  - subsidies and loans — DFO/FAA-095
- **Fitness**
  - advisory council operations — NHW/FAS-430
  - financial and technical support — NHW/FAS-420
  - support programs — NHW/FAS-425
- **Flags, military** — DND/DOC-425
- **Flood control**
  - Assiniboine River — DOA/PFA-540
  - damage reduction — DOE/CAP-180
  - Manitoba Northern Flood Agreement — INA/LRT-136
- **Fluid-particle technology research** — NRC/DCH-175
- **Fluorescence and phosphorescence, research in** — NRC/DCH-230
- **Flying clubs**
  - operations — DOT/DIC-095

Key Words	CoR No.
Food aid	
Bangladesh	IDA/BSD-270
Burkina Faso	IDA/BFD-585
Canadian policy and programs	IDA/MVP-180
Chad	IDA/BFD-580
commodities supplied by Canada	IDA/MVP-170
countries receiving	IDA/MVP-165
Ethiopia	IDA/BCD-560
international organizations	IDA/MVP-175
Mali	IDA/BFD-570
Mauritania	IDA/BFD-595
Somalia	IDA/BCD-500
Sri Lanka	IDA/BSD-285
Sudan	IDA/BCD-555
world food program	IDA/MVP-185
Food and Agriculture Organization	
databases	IDR/ISD-020
Food and Agriculture Organization (FAO)	DEA/IFB-115
Food and food products (see also Fruit and vegetable industry; Meat products)	
additives/safety	NHW/FDI-110
analytical tests for quality	DOA/FPI-065
awareness of nutrition practices	NHW/HPD-310
consumer product industries	RIE/FCP-075
content and date marking	CCA/BCA-010
co-operatives and producers' marketing organizations	DOA/MAE-280
distribution and transportation	DOA/MAE-295
drug residues in livestock	NHW/DDI-140
economic data	DOA/MAE-330
economic policy	CCA/BPC-140
export information	DOA/MAE-275
Health and Welfare field activities	NHW/FOD-215
inspection programs	CCA/BCA-010
market analyses	DOA/MAE-320
market information	DOA/MAE-260
marketing policy	FIN/EDD-485
markets/economic studies and policy	DOA/MAE-325
methodologies for quality analysis	DOA/FPI-070
microbial hazards	NHW/FDI-115
nutritional standards	NHW/FDI-120
policies on production, transportation	IDA/YVP-035
price index/inflation	FIN/FPD-075
pricing and coding	CCA/BCA-010
processing	DOA/MAE-290
processing and distribution research	DOA/RER-240
producers for Canada's aid program	IDA/MVP-160
production/energy utilization	DOA/RER-205
regulatory policy and standards	NHW/FDI-105
retail sales and companies	DOA/MAE-285
sampling and testing	CCA/BCA-010
standards for microbial quality	NHW/FDI-115
statistics	STC/IND-320
supplies for food-deficient countries	DOA/SDM-405
tax rulings	RCC/EPE-005
technical and marketing information	DOA/MAE-270
Food services	
Correctional Service Canada	CPS/FSD-090
Food systems	
government master specifications	PWC/PWC-020
Footwear industry (see also Textiles and clothing)	
general	RIE/OIA-050
tax exemptions	RCC/EPE-085
Foreign aid see Assistance, international development	

Key Words	CoR No.
Foreign exchange	
market	BOC/INT-190
market/contacts	BOC/INT-200
market/intervention	BOC/INT-195
reserves/definitions and historical data	BOC/INT-175
reserves/Exchange Fund Account	BOC/INT-180
transactions/bookkeeping and trading procedures	BOC/INT-185
Foreign governments	
income tax information/treaties	RCT/LIA-066
investment	ICA/IRP-230
social security agreements	RCT/LIA-091
treaty negotiations/taxation	RCT/LIA-071
Foreign investment see Investment	
Foreign ownership	
extent	FIN/IER-555
Foreign policy	
CIDA participation	IDA/MVP-140
communications activities	DEA/BCB-170
Foreign relations	
francophone countries	DEA/IFB-121
information on Canada sent abroad	DEA/BCB-175
Foreign trade see Trade	
Foreign workers	
policy on	EIC/EMP-385
recruitment	EIC/EMP-385
Forensic studies	
RCMP	CMP/LAB-130
Forest Industry Renewable Energy (FIRE)	EMR/CNP-245
Forest management	
control methods and research of pests and disease	DOA/CFS-670
Crown lands	DOA/CFS-685
fire research	DOA/CFS-665
Ottawa Greenbelt	NCC/PRB-052
socioeconomic development of resources	DOA/CFS-685
Forest products	
export control	DOA/FPI-160
import control	DOA/FPI-155
statistics	DOA/CFS-625
supply and demand	DOA/CFS-615
Forestry	
agreements and programs	DOA/CFS-610
census of	STC/IND-385
developing countries	IDA/YVP-045
ecology research	DOA/CFS-680
environmental impact	DOA/CFS-615 DOA/CFS-675
expertise centres	DOA/CFS-635
Forestry Development and Communications Directorate (Canadian Forestry Service)	DOA/CFS-685
international aid	IDA/RVP-755
international relations and knowledge sharing	DOA/CFS-605
inventory	DOA/CFS-660
labour market development	EIC/EMP-370
liaison with government agencies and private sector	DOA/CFS-685
management practices	DOA/CFS-660
northern Canada resources	INA/NAP-256
problems, application of scientific principles to	DOA/CFS-620
productivity	DOA/CFS-660
public awareness	DOA/CFS-690
reforestation research	DOA/CFS-645

Key Words	CoR No.
Forestry (*continued*)	
research and development grants	DOA/CFS-635
skilled labour force, development of	DOA/CFS-685
statistics	DOA/CFS-625
tree species, commercial and exotic	DOA/CFS-650
tree species grown for wood, fibre or energy	DOA/CFS-655
Francophone countries	
Canadian relations	DEA/IFB-121
Freeze on discretionary spending	OCG/PCU-006
Freight	
air/policies, rulings and rates	DOT/DIC-095
marine transportation	DOT/MSS-210
Fruit and vegetable industry (see also Food and food products)	
export, import, interprovincial movement, regulation of	DOA/FPI-055
grading, standards and labelling	DOA/FPI-045
inspection and monitoring of products and establishments	DOA/FPI-060
licensing of dealers and brokers	DOA/FPI-050
registration of processing plants and warehouses	DOA/FPI-050
Fuel	
and lubricants research	NRC/DME-405
atomic energy processing facilities	AEC/DFC-200
economy/motor vehicles	DOT/DTS-275
pollution investigations	DOE/CAP-230
tax rulings	RCC/EPE-005
Fuel Tax Rebate Program	
claims	RCC/EPE-055
review of permits	RCC/EPE-060
vendors' certificates, applicant information	RCC/EPE-065
Fund for Rural Economic Development	FIN/EDD-450
Fund-raising campaigns	
within federal government	DSS/FAS-115
Fundy Tidal Power Development study	NEB/EPB-155
Fungal metabolites, research in	NRC/ARL-060
Fur garments	
regulations, complaints, sampling and testing	CCA/BCA-020
Fur industry	
general	RIE/OIA-055
Furniture and furnishings	
manufacturing records	STC/IND-355
product control of furniture and care supplies	CCA/BCA-075
Furniture and furnishings (standard class of records)	
see first, institution identifier with 910, if available, in chapter concerning relevant institution	
Fusion	
energy research and development	NRC/DEN-305

G

Key Words	CoR No.
Gabon	
Canadian aid	IDA/BFD-665
Galop Canal see St. Lawrence Seaway	SLS/ESB-080
Garden and yard equipment	
product control	CCA/BCA-075
Gardiner and Qu'Appelle River Dams	
construction, operation, maintenance	DOA/PFA-525
Gas see Electricity and gas; Natural gas; Oil and gas	
Gasoline Excise Tax	
refund claims	RCC/EPE-050
tax refund	RCC/EPE-085
Gatineau Park	NCC/PAB-031
GATT (General Agreement on Tariffs and Trade)	CIT/CIT-010
Canadian participation	DEA/EFB-065 RIE/POL-245
detailed positions and negotiations	FIN/TAR-690
policy development	FIN/IER-570
General Aptitude Test Battery	EIC/EMP-450
Geocartographics Centre	STC/ISD-500
Geodesy	
survey network	EMR/SMB-410
Geodynamics	
general	EMR/PHB-325
Geographical mapping	
general	EMR/SMB-415
Geographical names	
permanent committee on	EMR/SMB-415
Geography	
human, physical, historical, economic	EMR/SMB-415
statistics	STC/GEO-520
Geological and geophysical surveys	
general	EMR/GSC-350
northern operations	EMR/CGA-105 EMR/CGA-105
offshore programs	EMR/CGA-100 EMR/CGA-100
operations	EMR/DEX-010
Geological information	
general	EMR/GSC-365
Geological services	
Yukon and Northwest Territories	INA/NAP-296
Geology	
Cordilleran	EMR/GSC-390
economic	EMR/GSC-360
laboratories and technical services	EMR/GSC-355
precambrian	EMR/GSC-370
sedimentary and petroleum	EMR/GSC-395
Geomagnetism	
monitoring	EMR/PHB-330
Geophysics and geochemistry	
improved technologies	EMR/GSC-375
Geoscience	
Atlantic	EMR/GSC-385
Geothermics	
research	EMR/PHB-335
Gershon Iskowitz Prize	CAC/ART-005
Ghana	
Canadian aid	IDA/BCD-465
Gifts and donations	
income tax deductions	NMC/CMS-015
National Research Council	NRC/EXE-005
Glaciers	
research	DOE/CAP-205
Glenn Gould Prize	CAC/ART-005

Key Words	CoR No.
Gold	
and silver and other commodities/market practices	BOC/INT-205
and silver and other commodities/refinery sales for	RCM/BRS-020
confirmation of balances and statements	BOC/COM-345
custodial responsibilites	BOC/DBO-300
custodial responsibilities	BOC/COM-345
International Monetary Fund	FIN/IFD-600
reserves	FIN/FAD-185
sales to Royal Canadian Mint	FIN/ERP-410
Gold Maple Leaf Bullion Coin	RCM/BRS-015
Goods and services	
competitive operations, suppliers	RIE/IRB-085
federal sales tax	FIN/TAC-745
Government Telecommunications Program	DOC/TIT-120
Governor General's Awards	CAC/ART-005
Graduated Payment Mortgages (GPM)	CMH/ISO-110
Grain	
cereal grains, research on	DOA/CGC-575
elevator operations	CPO/POR-005
export and processing	DEA/TFB-040
handling and storage	DOA/CGC-570
handling, policy on	DOA/CGC-585
levies on grain sold	DOA/SDM-350
regulations and collection of revenues	DOA/CGC-585
sales transactions	DOA/SDM-345
sample inspections	DOA/CGC-565
stabilization payments to producers	DOA/SDM-350
transportation	CTC/RTC-095
transportation/railways	DOT/COD-285
weighing at terminal and transfer elevators	DOA/CGC-580
Grain elevators	
licensing, insuring, auditing of operations	DOA/CGC-570
Grain Futures Act	
administration of	DOA/CGC-585
Grants (see also Assistance, financial; Fellowships; Subsidies)	
arts, enquiries on	CAC/AAS-025
arts, policy on	CAC/AAS-030
biotechnology development	MER/PRB-035
broadcasting, research	CRT/SEC-070
Canadian Homeownership Stimulation Plan	CMH/ISO-140
Canadian studies research tools	SHR/STR-085
Canadian universities/earth sciences	EMR/DEX-010
career investigators program/medicine	MER/PRB-055
child and family research	SHR/STR-075
cultural property	DOC/ACA-275
dance	CAC/DAS-060
education, to provinces	SSC/ESP-005
energy conservation incentives	EMR/DEX-035
federal-provincial	FIN/FPR-230
films	CAC/MAS-085
forest research and development	DOA/CFS-635
health	ECC/PAA-080
housing research	CMH/PDR-185
housing/remote and native communities	CMH/PSO-070
in lieu of taxes/federal government	FIN/FPR-245
in lieu of taxes/federal-provinicial	FIN/FPR-285
in lieu of taxes/municipalities	NCC/PRB-041 PWC/PWC-090
industrial relations research	LAB/EIR-130
International Representation Program	CAC/AAS-045
Inuit culture	INA/NAP-196
Grants (*continued*)	
language/municipalities, National Capital Region	NCC/SEC-005
language/voluntary organizations, National Capital Region	NCC/SEC-005
management development research	SHR/STR-100
medical development	MER/PRB-050
medical research development	MER/PRB-040
medical research teams	MER/PRB-015
medical research/individuals	MER/PRB-010
medical research/universities	MER/PRB-045
medical scientists	MER/PRB-060
military research	DND/RDB-725
municipal water and sewer	CMH/PSO-075
music	CAC/MUS-100
ownership of cultural property	CPE/CPI-005
population aging research	SHR/STR-070
postsecondary education	ECC/PAA-080
research equipment	MER/PRB-020
research facilities	MER/PRB-025
research infrastructure and equipment	SER/GSA-020
scholarly publishing	SHR/IRC-145
science and engineering research	SER/GSA-015
science and technology research	SHR/STR-110
science/northern research	INA/NAP-211
social sciences and humanities research	SHR/RES-035
theatre	CAC/THS-110
video programs	CAC/MAS-090
visual arts	CAC/VAS-150
voluntary organizations, youth	SSC/CCP-075
water and sewer	CMH/PSO-075
women and work, research on	SHR/STR-080
workers	EIC/CJS-303
writing and publications	CAC/WPS-165
youth groups	SSC/CCP-075
Gravity	
research, maps	EMR/PHB-340
Great Lakes	
shipping traffic	SLS/FAB-020
Greenbelt see Ottawa Greenbelt	
Gross National Product	
statistics	STC/GNP-235
Guaranteed Income Supplement (GIS)	
financial policy	FIN/SPD-375
Guatamala	
Canadian aid	IDA/BMD-370
Guinea-Bissau	
Canadian aid	IDA/BFD-600
Guinea, Republic of	
Canadian aid	IDA/BFD-675
Guns	
control	SGC/POL-085
registration	CMP/IDD-110
repair and maintenance	CMP/DEP-255
Guyana	
Canadian aid	IDA/BMD-415

H

Key Words	CoR No.
Hail research	NRC/DEE-260
Haiti	
Canadian aid	IDA/BMD-390
Halifax Relief Comission	FIN/FPR-200

Key Words	CoR No.
Handicapped persons see Disabled and handicapped persons	
Handwriting samples	
identification of offenders	CMP/IDD-120
Harbours and ports	
and airports	RCC/CPE-165
business forecasts	CPO/COR-030
cargo handling	DOT/MSS-195
construction and maintenance	CPO/POR-010
criminal activities	CPO/POL-035
grain	CPO/POR-005
marketing plans and research	CPO/COR-020
operation and maintenance	DOT/MPH-135 DOT/MPH-135
planning information	CPO/COR-025
small craft	DFO/SCH-100
tariffs	CPO/COR-015
Harmonized Commodity Description and Coding System	RCC/CPE-380
Harvesting technology	NRC/DEN-300
Hazardous Products Act	CCA/BCA-070
Hazards in the workplace	OHS/ISS-005 OHS/TES-010 OHS/TES-020 OHS/TES-025
Healey Willan Prize for Amateur Choirs	CAC/ART-005
Health (see also Health and safety)	
adverse reactions to drugs	NHW/CDC-175
aids to fitness	NHW/FAS-420
aviation, civil	NHW/HAS-250
chemical hazards	NHW/EHD-190
child and adult medico-social matters	NHW/HSD-275
community services	NHW/HSD-265
dental care promotion	NHW/HSD-295
diseases, microbial	NHW/CDC-185
epidemiological information	NHW/CDC-165
financial policy	FIN/SPD-325
hazard appraisal	NHW/HPD-325
immigrants	NHW/HAS-235
international relations	NHW/IIA-040
mental health services	NHW/HSD-270
national emergency planning	NHW/HAS-255
national parks/services in	DOE/PKS-050
native peoples and northern residents	NHW/NHS-220
native peoples in the north/services	INA/NAP-176
nutrition	NHW/HPD-310
nutrition, clinical	NHW/HSD-300
personnel statistics	STC/HLT-090
poison control	NHW/CDC-170
policy development	NHW/PPI-085
prison inmates	CPS/HCO-325
public service programs	NHW/HAS-225
radiation, clinical and consumer	NHW/EHD-210
radiation exposure/environmental	NHW/EHD-205
radiation exposure/occupational	NHW/EHD-200
radiation protection	AEC/RRB-245
regulatory functions	NHW/HAS-245
rehabilitation programs	NHW/HSD-290
research and analysis	STC/HLT-115
statistics	STC/HFS-027
statistics development	STC/HLT-120
taxable status of goods	RCC/EPE-030
technological information	NHW/HSD-260
tobacco use, control of	NHW/CDC-155
training and licensing of personnel	NHW/HSD-285
women	NHW/SAP-015
Health (*continued*)	
women/care	ASW/RES-035
women/services	ASW/RES-035
Health and population	
international aid	IDA/RVP-785
Health and safety (see also Health; Occupational health and safety)	
atomic energy control regulations	AEC/PAB-235
atomic energy, international safeguards	AEC/PAB-215
atomic facilities	AEC/DRR-090
CCOHS holdings, bibliography of (INFODOC)	OHS/ISS-005
CCOHS records	OHS/TES-040
certificates for explosives	EMR/XPB-520
CIS/ILO multilingual bibliography	OHS/ISS-005
database manuals	OHS/ISS-005
explosives testing, manufacture, storage and transportation	EMR/XPB-510
in federally controlled structures	PWC/PWC-070
in the workplace	OHS/TES-020 OHS/TES-025
industrial chemicals	OHS/TES-010
international laws	OHS/TES-035
mining communities	EMR/MPS-565
occupational diseases	OHS/TES-015
prescribed radioactive substances	AEC/DFC-155
products	CCA/BCA-070
public safety research projects	NRC/NAE-485
public/research projects	NRC/NAE-485
radiation protection	AEC/DRR-040 AEC/RRB-245
radioactive exposure	AEC/DFC-175
registration and safety of proprietary drugs	NHW/DDI-125
scientific publications (NIOSHTIC database)	OHS/ISS-005
sources and research projects (RESOURCES)	OHS/ISS-005
standards for explosives	EMR/XPB-525
videotex packages	OHS/ISS-005
Health and welfare	
departmental program evaluation and audit	NHW/SAP-005
market structure	CCA/BPC-135
non-governmental organizations	NHW/IIA-050
Health sciences	
centennial fellowships	MER/PRB-070
graduate awards	MER/PRB-080
library reference service	NRC/TTR-685
research	IDR/HSD-025
research grants	MER/PRB-035
research requirements	MER/PPD-120
research scholarships	MER/PRB-065
research training fellowships	MER/PRB-075
undergraduate awards	MER/PRB-085
visiting professorships	MER/PRB-105
visiting scientist awards	MER/PRB-100
Heat pump research	NRC/DEN-320
Heatline	EMR/CRB-265
Heavy water plants	
financial policy	FIN/ERP-395
general information	AEC/DFC-195
prescribed equipment	AEC/DFC-125
safety assessment of	AEC/DRR-105
Heliports	DOT/AAG-085
Hemispheric observations	DOE/AES-450

Key Words	CoR No.
Heraldry	
acquisition of iconographic records	PAC/PID-125
retention of archival records	PAC/PID-130
Heritage	
buildings/leasing	NCC/PRB-048
canals/management	DOE/PKS-010
canals/socioeconomic projects	DOE/PKS-015
canals/vessel movement	DOE/PKS-020
National Capital Region	NCC/PAB-033
Heritage Canada	
financial policy	FIN/ERP-405
Herzberg Institute of Astrophysics, administration of	NRC/HIA-335
Highways	
policies, regulation and management	DOT/COD-255
Hijacking	
contingency planning	SGC/PSB-020
Historic sites and parks (see also Parks, national)	
financial policy	FIN/ERP-405
general	DOE/PKS-090
historical and contemporary information	DOE/PKS-030
management	DOE/PKS-010
National Capital Region	NCC/PAB-033
socioeconomic projects	DOE/PKS-015
St. Lawrence Seaway	SLS/ESB-075
surveying	EMR/SMB-405
Historical documents	
acquisition and preservation	PAC/DAO-005 PAC/PPB-140
Hog fat survey	DOA/FPI-030
Holdings and properties (standard class of records)	
see institution identifier with 905, if available, in chapter concerning relevant institution	
Home energy	
conservation and oil substitution	EMR/CRB-265
Home fuels, building material	
product control	CCA/BCA-075
Home Improvement Loan Insurance Fund	CMH/ISO-130
Home Insulation Program (HIP)	
Prince Edward Island and Nova Scotia	CMH/ISO-340
Homicide	
statistics	STC/CCJ-135
Honduras	
Canadian aid	IDA/BMD-375
Honours and awards	
issue and replacement	VAC/DVA-005
Hospitals (see also Institutions)	
operational statistics	STC/HLT-085
taxable status	RCC/EPE-030
veterans	VAC/DVA-025
Hostage taking	
contingency planning	SGC/PSB-020
penal institutions	CPS/OSD-385
Hours of work	
information and exemptions	LAB/ERC-195
House of Commons	
pay	DSS/ROS-090
Household	
facilities and equipment/statistics	STC/HLD-050
surveys/analysis	STC/LHS-060
Housewares	
product control	CCA/BCA-075
Housing	
appraisals	CMH/PSO-175
assistance to Indians/bands	INA/ISP-026
assistance to veterans	VAC/DVA-060 VAC/DVA-080 VAC/DVA-085
authorities boards	CMH/ODS-305
demonstration projects	CMH/PDR-235
design	CMH/PSO-165
developing countries	IDA/YVP-040
disabled and handicapped persons	CMH/PSO-090
economic forecasts	FIN/EAD-130
evaluation of equipment, systems	CMH/PSO-360
federal-provincial relations	CMH/PDR-210
industry, government liaison	CMH/GCC-030
insulation	CMH/ISO-340
international agreements	CMH/ODS-310
legislation	CMH/GCC-005
loans	CMH/GCC-005
market structure	CCA/BPC-135
mortgage market information	BOC/MFA-120
multiple-unit, sales	CMH/ISO-150
National Housing Act	CMH/GCC-005
native peoples	CMH/GCC-010
non-profit and co-operative	CMH/PSO-055
planning/scholarships	CMH/PDR-190
policy development	CMH/PDR-215
program evaluation	CMH/PDR-225
public	CMH/GCC-010 CMH/ISO-145 CMH/PSO-050
remote and native communities	CMH/PSO-070
renovation assistance	CMH/PSO-095
rental	CMH/PSO-055
research and development	CMH/PDR-180
research grants	CMH/PDR-185
rooming	CMH/PSO-090
rural and native peoples	CMH/PSO-060
rural and native/demonstration	CMH/PDR-236
single-units, sales	CMH/ISO-155
social	CMH/GCC-045
standards	CMH/PDR-195
statistics	CMH/PDR-230 STC/HFS-025 STC/SCT-480
technical services	CMH/ISO-350
technology	CMH/PSO-170
technology incentives	CMH/PDR-200
technology transfer of energy conservation material	EMR/CNP-225
veterans on part-time farms	VAC/DVA-090
Human resources	
CIDA recruitment	IDA/RDG-710
construction industry, planning	EIC/EMP-360
Department of Justice	JUS/ADB-050
developing countries/CIDA	IDA/YVP-050
oil and gas industry, planning	EIC/EMP-355
Human resources (standard class of records)	
see first, institution identifier with 921, if available, in chapter concerning relevant institution	

Key Words	CoR No.
Human rights (see also Discrimination)	
Canadian Human Rights Commission activities	HRC/PPB-035
Canadian Human Rights Commission policies	HRC/CCB-020
Canadian Human Rights Commission/ administration	HRC/AFP-045
Canadian Human Rights Commission/ financial management	HRC/AFP-050
Canadian Human Rights Commission/legal matters	HRC/LEG-005
Canadian Human Rights Commission/ personnel management	HRC/AFP-055
complaints, EIC	EIC/SEC-045
co-operative liaison with organizations	HRC/PPB-040
customs and excise	RCC/CAE-440
education programs	HRC/PPB-035
general information	HRC/CCB-015
non-government organizations, support to	SSC/CCP-035
policies and procedures/Transport Canada	DOT/DSE-050
policy and guidelines, EIC	EIC/SEC-045
research and policy analysis	HRC/RPB-010
research fellowship	SHR/FEL-240
women	ASW/RES-025
Humanities research see Social sciences and humanities	
Hunting rights	
native peoples	INA/LRT-116
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Isaak Walton Killam Research Fellowship	CAC/ART-005

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ISBN
  assignment of numbers NLC/ABS-030
ITSP (Information Technology and Systems Plan) OCG/PDB-120
Ivory Coast
  Canadian aid IDA/BFD-615

J

J. B. C. Watkins Awards CAC/ART-005
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  description of EIC/CJS-390
  policy development FIN/SPD-295
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  relationship with CSC CPS/SCP-280
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  Biotechnology Research Institute, operation of NRC/BRI-135
  David Florida Laboratory DOC/RES-182
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  northern/management and use INA/NAP-216
  NRC biological sciences, administration of NRC/BSC-065
  NRC chemistry, operation of NRC/DCH-165
  NRC electrical engineering, operation of NRC/DEE-250
  Ottawa River Hydraulic Laboratory NRC/DME-415
  Ottawa River Solar Observatory NRC/HIA-340

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  documentation/information LAB/FPR-121
  economic analysis LAB/EIR-125
  education assistance LAB/ERC-205
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  grants/studies in industrial relations LAB/EIR-130
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agricultural, research	DOA/RER-195
and property transactions, legal aspects	NCC/SEC-015
Canada Mortgage and Housing Corporation, owned by	CMH/PSO-085
Correctional Service Canada/ administration	CPS/EAP-065
data systems and services	DOE/CAP-170
federal, policy on management of	TBS/APB-070
federal, uses of	NCC/PLB-059
federal/management	PWC/PWC-050
management/oil and gas exploration	EMR/CGA-080 INA/NAP-336
management/oil and gas/north	INA/NAP-306
native peoples	INA/LRT-111
properties and buildings/DIAND	INA/ADM-361
rescissions and resales/Veterans Land Act	VAC/DVA-120
residential development	CMH/PSO-085
settlements	DOE/CAP-155
settlements, federal	NCC/PRB-041
surveys/National Capital Region	NCC/PRB-056
transactions/government liaison	NCC/SEC-010
veterans	VAC/DVA-050
veterans', acquisition and disposition of	VAC/DVA-070
veterans on provincial and Crown land	VAC/DVA-065
veterans/eligibility for assistance	VAC/DVA-055
veterans/mines, minerals, surface rights	VAC/DVA-110
Land transfer	
loan administration	FCC/ADM-080
Land use	
ecological research	DOE/CAP-160
in the north	NCP/OEB-030
monitoring	DOE/CAP-160
National Capital Region inventories	NCC/PRB-041
National Capital Region plans	NCC/PLB-062
Ottawa Greenbelt	NCC/PRB-052
policy and advice	DOE/CAP-155
research	DOE/CAP-165
territorial lands under DIAND	INA/NAP-246
Western community pastures	DOA/FFA-510
Yukon and Northwest Territories/planning	INA/NAP-261
Landmarks, national	
protection	DOE/PKS-070
Lands (standard class of records)	
see institution identifier with 907, if available, in chapter concerning relevant institution	
Landscaping	
government master specifications	PWC/PWC-020
Laser	
chemistry	NRC/DCH-205
plasma physics, research in	NRC/DPH-530
technology/research	NRC/DMS-461
tecniques	NRC/DCH-230
Latin America	
Canadian aid	IDA/BMD-445 IDA/MVP-200
Law (see also Legislation)	
administrative/study of federal agencies	LRC/LRS-010
commercial/research	LRC/LRS-055
criminal/research	LRC/LRS-015
criminal/research into trial procedure	LRC/LRS-025
criminal/study of offences	LRC/LRS-020
economic/international	DEA/JFB-015
family/studies of federal legislation	LRC/LRS-045
financial assistance for administration of	JUS/PPR-035
international/public and private	DEA/JFB-020
labour/research	LRC/LRS-060
litigation and property settlements	NCC/SEC-015
maritime and international environment	DEA/JFB-010
military studies on the rules of evidence	LRC/LRS-035
research/area of life and death	LRC/LRS-065
women	ASW/RES-025
Law enforcement	
commercial crime	CMP/ECD-046
federal	SGC/PSB-015
identification services	CMP/OPD-335
in the north	INA/NAP-186
international terrorists	CMP/OPD-285
photography and audiovisual aids	CMP/IDD-125
police community relations	CMP/OPD-265
technical and electronic support	CMP/CID-040
technical and physical surveillance services	CMP/OPD-310
Law of the sea	
minerals	EMR/MPS-575
Law reform	
court evidence	LRC/LRS-040
methodology of study and research	LRC/LRS-005
obstruction of justice	LRC/LRS-020
pre-trial and trial	LRC/LRS-025
sentencing	LRC/LRS-030
Layoffs and terminations	
general information	LAB/ERC-210
Leather industry	
records	STC/IND-325
LeBreton Flats Project, Ottawa	CMH/PDR-235
Leeward and Windward Islands	
Canadian aid	IDA/BMD-435
Legal agreements	
government liaison	NCC/SEC-010
Legal aid	
statistics	STC/CCJ-160
Legal metrology	CCA/BCA-050
Organisation internationale de Métrologie légale	CCA/BCA-065
Legal suits	
against the NCC	NCC/SEC-015
Legal surveys	
National Capital Region	NCC/PRB-056
Legislation (see also Law)	
anti-dumping, countervailing, surtax and valuation	RCC/CPE-240
drafting information	JUS/LPB-020
drafts and amendments	FCC/ADM-005
employment	EIC/SEC-035
income tax	RCT/LIA-036
income tax/proposed amendments	RCT/LIA-061
income tax/recommendations for changes	RCT/LIA-086
national defence	DND/JAG-020
security, national	SIS/DDS-035
social	EIC/SEC-035
taxation/rulings and interpretations	RCT/PSB-241

Key Words	CoR No.
Lesotho	
Canadian aid	IDA/BCD-475
Letters patent	
registration of	CCA/DRG-170
Levies	
dairy funds used in skim milk production	CDC/MOP-095
dairy product export costs	CDC/SOP-060
Library services	
Anglo-American Cataloguing Rules (AACR)	NLC/ABS-060
aquisitions	NLC/ABS-030
bibliographic network	NLC/ADM-015
bibliographic projects	NLC/ABS-045
Canadian holdings	NLC/PSB-090
Canadian studies	NLC/PSB-110
cataloguing in publication (CIP)	NLC/ABS-040
cataloguing programs	NLC/ABS-050
children's literature	NLC/PSB-115
computer-based information systems/services	NLC/LSC-070
council of federal libraries	NLC/ADM-010
cultural events	NLC/ADM-025
disabled persons	NLC/PSB-100
exhibit information	NLC/ADM-020
federal government	NLC/ADM-005
human rights	HRC/PPB-030
information science reference material	NLC/PSB-095
International Organization for Standardization	NLC/ABS-055
machine-readable cataloguing (MARC)	NLC/ABS-065
micro-publishing of theses	NLC/ABS-035
music manuscripts and recordings	NLC/PSB-085
National Research Council	NRC/TTR-670
native persons' rights	NLC/PSB-105
newspaper/periodical holdings	NLC/PSB-080
non-official languages	NLC/PSB-130
official publications/Canadian and foreign	NLC/PSB-120
penal institutions	CPS/ETD-180
policy issues	DOC/ACA-225
Public Archives	PAC/PPB-135
rare books	NLC/PSB-125
social sciences and humanities	NLC/PSB-110
union catalogues	NLC/PSB-090
user services	NLC/LSC-075
Licences and licensing	
air pilots, engineers, navigators and traffic controllers	DOT/DIC-105
atomic reactors	AEC/DRR-035
biologics	DOA/FPI-005
broadcasting	CRT/SEC-040 DOC/SMB-200
broadcasting and telecommunications carriers	CRT/TEL-125
broadcasting/applications and public hearings	CRT/SEC-110
broadcasting/decisions on applications	CRT/SEC-055
broadcasting/financial returns	CRT/SEC-065
broadcasting/interventions regarding applications	CRT/SEC-050
customs brokers	RCC/CPE-340
dairy dealers and brokers	DOA/FPI-050
duty-free shops	RCC/CPE-275
excise	RCC/EPE-025
explosives	EMR/XPB-530
fruit and vegetable dealers and brokers	DOA/FPI-050
grain elevators	DOA/CGC-570
Licences and licensing (*continued*)	
guides and standards in nuclear energy field	AEC/RRB-255
investigation/customs and excise	RCC/EPE-020
northern water resource management	INA/NAP-251
nuclear facilities	AEC/DRR-060
of occupation/National Capital Region	NCC/PRB-041 NCC/PRB-044
pest control products	DOA/FPI-005
pilotage	APA/OPD-005
policy	FIN/EDD-465
seeds	DOA/FPI-110
ships	DOT/MSS-215
taxpayers/excise	RCC/EPE-130
trade marks	CCA/COA-105
veterinary products	DOA/FPI-005
water use	YTW/YTW-005
Lifesaving stations	
Coast Guard	DOT/MSR-185
Lightning research	NRC/DEE-285
Literary prizes and awards	CAC/ART-005
Litigation and case files	
CMHC	CMH/GCC-015
Livestock	
and animal products statistics	STC/AGR-460
product grading and inspecting	DOA/FPI-035
purebred, authentication of	DOA/RDB-455
quality and production efficiency	DOA/RER-220
records of performance	DOA/RDB-430
registration and product standards	DOA/FPI-030
showcase herd, maintenance of	DOA/RDB-435
sire loan programs	DOA/RDB-440
slaughtering and processing plants, registration of	DOA/FPI-080
superior breeding stock, identification and improvement of	DOA/RDB-445
supervision of stockyard sales	DOA/RDB-460
Western beef cattle herds	DOA/PFA-510
Loan Accounting and Processing System (LAPS)	
Federal Business Development Bank	BDB/FLS-025
Loan guarantees	
agricultural product marketing	DOA/MAE-255
Loans and securities	
Government of Canada borrowings	BOC/PDD-305
Loans, art and artifacts	
Museum of Man	NMC/MCC-555 NMC/MMA-495 NMC/MMB-525 NMC/MMD-585 NMC/MME-615 NMC/MMF-645 NMC/MMG-675
Museum of Natural Sciences	NMC/NSA-320 NMC/NSB-340 NMC/NSC-355 NMC/NSD-380 NMC/NSE-405 NMC/NSF-440 NMC/NSG-465
Museum of Science and Technology	NMC/MST-695
National Gallery	NMC/NGC-160 NMC/NGF-265 NMC/NGH-305
to exhibitions, governments, museums	NMC/NGA-115 NMC/NGD-185
to government residences, ministers' offices	NMC/NGB-135

Key Words	CoR No.
Loans, art and artifacts (*continued*)	
to institutions in Canada and abroad	NMC/NGE-225
to museumobile program	NMC/NPG-055
to museums	NMC/CMS-035
Loans see Assistance, financial	
Local Employment Assistance Development	EIC/CJS-410
Local governments	
statistics	STC/PUI-210
Local Initiatives Program (LIP)	FIN/SPD-295
Locks	
St. Lawrence Seaway	SLS/ESB-070 SLS/OMB-070
St. Lawrence Seaway (Eastern Region)	SLS/ODE-045
St. Lawrence Seaway (Western Region)	SLS/ODW-045
Logging	
northern Canada	INA/NAP-256
statistics	STC/IND-385
Longitudinal Labour Force Tracking File	EIC/SPP-650
Lookout Index	EIC/IMM-080
Lord's Day Act	CTC/MVT-250
Lower Churchill Development Corporation	EMR/CNP-215
financial policy	FIN/ERP-390
Luminescent materials, research in	NRC/DCH-230

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Key Words	CoR No.
Machine-readable archives	
acquisition of records	PAC/MRA-085
enquiries concerning	PAC/MRA-090
federal institutions, information on	PAC/MRA-095
operations concerning	PAC/MRA-080
Machinery	
and equipment/electrical	RIE/MEE-125
and equipment/transportation	STC/IND-345
remission orders/tariffs	RCC/CPE-185
Made-in-Canada	
enquiries	RCC/CPE-175
status for excise	RCC/CPE-145
Mail services see Postal services	
Malagasy Republic	
Canadian aid	IDA/BFD-630
Malawi	
Canadian aid	IDA/BCD-480
Malaysia	
Canadian aid	IDA/BSD-320
Mali	
Canadian aid	IDA/BFD-570
Mammals	
research	DOE/CAP-130 NRC/BSC-100
Management consulting	
EIC in-house	EIC/SYS-570
federal government	DSS/MOS-155
Management cost controls, federal	OCG/PDB-041
Management development	
Indian Affairs and Northern Development	INA/ADM-376
research grants	SHR/STR-100
training of Native peoples	INA/ISP-036
Management information services	
National Capital Commission	NCC/SEC-018
Management practices	
Customs and Excise	RCC/CPE-400
improvement of federal	OCG/MPB-026 OCG/MPB-035 OCG/PCU-006 OCG/PDB-041
performance measurement of	OCG/PDB-120
Management services	
internal/Statistics Canada	STC/MAN-605
Management systems	
Customs	RCC/CPE-405
statistics	STC/CPM-625
Management training	
business	BDB/MTS-050 BDB/MTS-065
Mandatory supervision	NPB/NPB-025
Manufacturers	
equipment tax refund	RCC/EPE-085
marketing and financial information	CIT/CIT-005
special remission, customs duty	RCC/CPE-200
Manufacturing	
adaptation of Canadian firms	ECC/CRA-036
advisory service	NRC/TTR-725
capital stock, statistics	STC/SCT-470
computerized	NRC/DME-430
inmates' products	CPS/IND-205
labour market development	EIC/EMP-380
miscellaneous, records	STC/IND-340
shipments, inventories and orders/statistics	STC/IND-310
tax, marginal/pending legislation	RCC/EPE-080
technology research	NRC/DME-425
Manuscripts	
preservation and restoration	PAC/RCD-205
Mapping	
topographical	EMR/SMB-430
Maps and charts	
acquisition of for archives	PAC/NMC-055
aeronautical	EMR/SMB-415
archival retention	PAC/NMC-065
Ecatour Maps	DOA/CFS-690
enquiries to National Map Collection	PAC/NMC-060
gravity	EMR/PHB-340
marine navigational	DFO/OSS-080
National Map Collection	PAC/NMC-050
preservation and restoration	PAC/RCD-205
publishing and sale	EMR/SMB-420
Marine Analytical Chemistry Standards Program	NRC/ARL-040
Marine and coastal areas	
environmental protection	INA/NAP-331
Marine biosciences research	NRC/ARL-045
Marine casualties and accidents	DOT/MCI-150
Marine facilities	
wharves	DOT/MPH-140
Marine industry	
development of benefits	RIE/IRB-090
DRIE involvement	RIE/AMR-410
marketing of Canadian equipment and systems	RIE/AMR-420
policy and planning	RIE/AMR-425
resources research	DFO/OSS-075
technical information	RIE/AMR-415
Marine law	
territorial and high seas	DEA/JFB-010
Marine meteorology	
TOUS	DOE/AES-355

Key Words	CoR No.
Maritius Island	
Canadian aid	IDA/BCD-485
Market analysis	
Canada and abroad	DSS/HSO-005
Market development	
agricultural products	DOA/MAE-255
consumer/trends	CCA/BCA-030
domestic and foreign	RIE/SEI-400
program management	RIE/JMD-005
Market information service	
agricultural and food products	DOA/MAE-260
Market Square Project, Saint John	
housing	CMH/PDR-235
Market structure	
general	CCA/BPC-135
Marketing	
agri-food industry	DOA/MAE-265 DOA/MAE-270
Canadian agencies	FPM/FPM-010
farm products	FPM/FPM-005
penal institutions	CPS/IND-195
Marketing boards	
agricultural and food industries	DOA/MAE-280
agriculture	FIN/EDD-485
information	FCC/ADM-070
Marketing practices	
complaints	CCA/BCP-120
Marriages	
registries	STC/HLT-095
Maryfield Project, Charlottetown	
housing	CMH/PDR-235
Masonic Park Project, St. John's	
housing design	CMH/PSO-165
Massey Awards	CAC/ART-005
Materials physics research	NRC/DPH-550
Materiel management	
Correctional Service Canada	CPS/MMD-095
Maternity benefits, eligibility for	EIC/INS-165
Mathematical modelling	NRC/BSC-085
Mauritania	
Canadian aid	IDA/BFD-595
McLuhan Teleglobe Canada Award	CAC/ART-005
Meat products (see also Food and food products)	
inspection and grading	DOA/FPI-035
inspection and monitoring	DOA/FPI-075
labelling and standards	DOA/FPI-085
statistics	STC/AGR-460
Mechanical engineering, NRC research in	NRC/DME-390
Medals	
acquisition of historical records	PAC/PID-125
archival retention	PAC/PID-130
manufacture	RCM/CAM-055
preservation and restoration	PAC/PCD-200
Medical aid	
refugees, policy concerning	EIC/IMM-125
Medical biochemistry	
laboratory medicine	NHW/CDC-180
Medical devices	NHW/EHD-195
Health and Welfare field activities	NHW/FOD-215
Medical engineering	
research	NRC/DEE-280
Medical examinations for entry to Canada	EIC/IMM-095
Medical Research Council	
grants to scientists	MER/PRB-060

Key Words	CoR No.
Medical services	
prison inmates	CPS/HCO-335
veterans	VAC/DVA-025 VAC/DVA-040
Medicine see Health; Health and safety	
Memorials see Ceremonial services	
Mental health	
development and provision of services	NHW/HSD-270
Mergers	
combines	CCA/BCP-110
Meso-met Network	DOE/AES-360
Metallic corrosion and oxidation research	NRC/DCH-210
Metallurgical chemistry	NRC/ARL-055
Metals	
manufacturing records	STC/IND-365
precious	CCA/BCA-020
research	NRC/DCH-235
Meteorite Observation and Recovery Project	NRC/HIA-355
Meteorology	
aviation/Rockliffe STOL Project	DOE/AES-350
training/professional development	DOE/AES-475
training/satellites	DOE/AES-365
Metric conversion	
DND	DND/RDP-755
electricity and gas	CCA/BCA-055
policies	CCA/BPC-160
standards	CCA/BCA-050
weights and measures	CCA/BCA-060
Microbiology research	NRC/ARL-060 NRC/BSC-080
Micrographics	
advisory services	PAC/RMM-185
standards	PAC/MSR-175
Microscopy and microfabrication	
research	NRC/DMS-460
Microstructural sciences, NRC administration of research in	NRC/DMS-435
Migratory Bird Convention Act	
enforcement	DOE/CAP-110
Migratory birds	
biometrics	DOE/CAP-105
Military see Canadian Forces; Defence, national	
Milk	
marketing agencies, provincial	CDC/SOP-040
payment of subsidies for shipments	CDC/SOP-055
processing plants	CDC/SOP-040
producers	CDC/SOP-035
production	CDC/SOP-045
shipments and levies	CDC/SOP-040
skim milk as animal feed	CDC/MOP-095
subsidies for shipments, rules and regulations on	CDC/SOP-050

Key Words	CoR No.
Mineral resources (see also Mining)	
assessment of commodities	EMR/MPS-580
Canada Lands	EMR/CGA-065
Canada Lands, rights on	EMR/CGA-080
developing countries	IDA/YVP-055
development in the north	INA/NAP-281
economic analysis	EMR/MPS-560
environmental assessment	EMR/EVA-060
exploration and development	EMR/DEX-015
financial policy	FIN/ERP-410
fuels, statistics	STC/IND-315
information services	EMR/MPS-570
international relations	EMR/MPS-575
issues	EMR/DEX-010
mining rights in the north	INA/NAP-286
national parks	DOE/PKS-065
offshore rights	EMR/DEX-040
on Indian lands	INA/EDP-091
policies and strategies	EMR/MPS-555
regional development	EMR/MPS-585
research	EMR/DEX-005
research and development	EMR/CAB-450
supply analysis	EMR/MPS-590
technology, research and development	EMR/CAB-465
Mines, minerals and surface rights	
veterans' lands	VAC/DVA-110
Minimum wage	
general information	LAB/ERC-225
Mining (see also Mineral resources)	
atmospheric pollution	DOE/CAP-225
financial policy	FIN/ERP-410
human resources	EMR/MPS-565
international aid	IDA/RVP-760
labour market development	EIC/EMP-370
quality of working life	EMR/MPS-565
safety/Yukon	INA/NAP-291
uranium facilities	AEC/DFC-185
Mint	
bullion, testing of	RCM/QAA-100
chemical and metal analyses	RCM/QAA-100
coin, issue of circulating	RCM/MAM-085
coins, production of foreign	RCM/INM-005
coins, striking and processing of	RCM/CAM-050
design engraving	RCM/ENG-065
Gold Maple Leaf Bullion Coin	RCM/BRS-015
gold transactions	RCM-MAM-075
inventories and shipping	RCM/MAM-080
machines and tooling implements	RCM/ENS-060
manufacturing supplies	RCM/MAM-070
market research	RCM/MRD-010
medals and medallions, striking and processing of	RCM/CAM-055
metals, precious metals, alloys, use of	RCM/MAD-045
patent rights and registrations	RCM-MAD-040
precious metal bullion, receiving and processing of	RCM/MAM-075
processes and operations	RCM/MAD-040
public relations	RCM/PUR-025
quality standards	RCM/QAA-095
refinery sales	RCM/BRS-020
refinery services	RCM/REF-105
repairs and maintenance	RCM/TES-110
tools and dies, manufacture of minting	RCM/TES-110
Mirabel	
policy development	FIN/EDD-470

Key Words	CoR No.
Missile stability research	NRC/NAE-500
Missing persons	CMP/IDD-115
Mobile Exhibits Program	
museums	NMC/NPG-045
Mobile homes	
appraisals	CMH/PSO-175
building and community standards	CMH/PDR-195
Mobile Satellite (MSAT) Program	DOC/MSP-090
Molecular beam epitaxy	NRC/DMS-455
Molecular biochemistry research	NRC/BSC-115
Molecular biophysics research	NRC/BSC-120
Molecular genetics research	NRC/BSC-125
Molecular spectroscopy	NRC/DCH-215 NRC/HIA-345
Molson Prizes	CAC/ART-005
Monetary policy	
American	BOC/MFA-145
analyses	BOC/MFA-100
implementation	BOC/SEC-070
Monetary systems	
international finance	FIN/IGB-0[illegible]
Money	
management/market structure	CCA/BPC-[illegible]
market analysis	BOC/SEC-010
public/federal government banking	DSS/MOS-140
Monopolies	
combines	CCA/BCP-110
Morocco	
Canadian aid	IDA/BFD-625
Mortgage companies	
balance-sheet data	BOC/MFA-110
general information	FIN/FIM-150
money market arrangements	BOC/SEC-010
payment systems	BOC/MFA-155
reports and returns	BOC/MFA-150
Mortgage Insurance Fund (MIF)	CMH/GCC-015 CMH/ISO-105 CMH/ISO-110
claims	CMH/ISO-125
repossession	CMH/ISO-150 CMH/ISO-155
Mortgage Rate Protection Program (MRPP)	CMH/ISO-160
Mortgages	
default management	CMH/ISO-120
farming chattel	FCC/ADM-115
farming real estate	FCC/ADM-110
interest deferral	CMH/ISO-135
loan approvals	BOC/MFA-120
market	FIN/FIM-160
National Housing Act	CMH/ISO-115
registration of	CCA/DRG-170
underwriting	CMH/ISO-105
Motor vehicle carriers (see also Transportation)	
acquisitions and mergers	CTC/MVT-255
CTC Committee affairs	CTC/MVT-245
extra-provincial	CTC/MVT-260
general information, regulations	DOT/COD-260
Newfoundland	CTC/MVT-265
Sunday trucking	CTC/MVT-250
U.S.-Canada trucking disputes	CTC/MVT-275
uniform trucking regulations	CTC/MVT-270
Motor vehicles	
regulation and safety	DOT/DTS-275
Mozambique	
Canadian aid	IDA/BCD-545

Key Words	CoR No.
Multiculturalism	
federal policy	SSC/CCP-050
Multiple-unit housing	
design	CMH/PSO-165
sale of repossessed	CMH/ISO-150
Municipal Development and Loan Board	FIN/ADM-790 FIN/FPR-245
Municipal Improvement Assistance	FIN/FPR-245
Municipalities	
assistance for family planning	NHW/HSD-280
bond issues and foreign financing	FIN/FIM-175
grants in lieu of property tax	PWC/PWC-090
housing incentive grants	CMH/PSO-080
money market arrangements	BOC/SEC-010
residential land	CMH/PSO-085
statistics	STC/PUI-210
taxable status	RCC/EPE-030
taxes and charges/National Defence	DND/JAG-040
water and sewer grants	CMH/PSO-075
Murders	
statistics	STC/CCJ-135
Museum assistance programs	NMC/NPG-080
Museum of Man see National Museum of Man	
Museum of Natural Sciences see National Museum of Natural Sciences	
Museum of Science and Technology see National Museum of Science and Technology	
Museumobiles	NMC/NPG-045
artifact loans to	NMC/NPG-055
exhibitions	NMC/NSC-350 NMC/NSF-415
specimens for exhibit	NMC/NSF-440
Museums (see also under individual museums)	
acquisition of collections	NMC/CMS-015 NMC/NGA-095 NMC/NGC-145 NMC/NGD-175
archeological sites	NMC/CMS-005
assistance programs	NMC/NPG-080
board of trustees	NMC/NPG-040
Canadian Heritage Information Network	NMC/NPG-065
conservation services and research	NMC/NPG-070
Discovery Train	NMC/MME-590 NMC/NPG-060
exhibitions	NMC/CMS-010
exhibitions, expositions and fairs	NMC/NGA-090
international activities	NMC/NPG-075
loan of artifacts	NMC/CMS-035
Mobile Exhibits Program	NMC/NPG-045
operations of the National Gallery	NMC/NGA-085
photographic reproduction processes	NMC/NGD-170
planning and policy	NMC/CMS-025
policy issues	DOC/ACA-225
program evaluation	NMC/CMS-030
publications	NMC/CMS-020
research by subject	NMC/CMS-025
research, Canadian historical art	NMC/NGB-120
Music	
grants	CAC/MUS-100
manuscripts and recordings collections	NLC/PSB-085
Musical Ride	CMP/TRN-235
Musicians	
statistics	STC/ECT-195
N	
Namibia (Southwest Africa)	
Canadian aid	IDA/BCD-510
Narcotics control	
RCMP	CMP/DED-055 CMP/OPD-290
National Advisory Council on Voluntary Action	SSC/CCP-060
National Aeronautical Establishment, NRC management of	NRC/NAE-465
National Atlas of Canada	EMR/SMB-400
National Capital Region	
bilingualism grants	NCC/SEC-005
cost-shared projects	NCC/DEB-021
federal-municipal relations	FIN/FPR-245
litigation and property settlements	NCC/SEC-015
maintenance	NCC/DEB-023
Ontario-Quebec integrated development	NCC/PLB-062
parkways and roadways	NCC/DEB-021
policy and research	NCC/PLB-059
project design	NCC/DEB-022
property development	NCC/PRB-044
property leasing	NCC/PRB-048
property management and negotiation	NCC/PRB-041
recreational and cultural activities	NCC/PAB-032
special policing	CMP/PRO-156
surveys and mapping	NCC/PRB-056
tourism	NCC/SEC-019
National Commission on Inflation	FIN/FPD-075
National Council on Welfare	
reports	NHW/NCW-090
National Crime Intelligence Services	CMP/OPD-280
National Defence Public Service Communiqué	DND/PCA-620
National Emergency Agency for Energy (NEAE)	
general	EMR/ESB-145
National Emergency Agency for Human Resources (NEAHR)	EIC/SEC-050
National Energy Program (NEP)	EMR/DEX-020
general	EMR/EPS-160
housing	CMH/ISO-340
National Gallery of Canada (see also Museums)	
acquisition of collections	NMC/NGC-145 NMC/NGD-175
acquisition of historical Canadian art	NMC/NGB-130
acquisition of prints and drawings	NMC/NGE-210
acquisitions	NMC/NGF-240 NMC/NGH-290
art loans to and from Gallery	NMC/NGC-160
art research and researchers	NMC/NGF-270
artists' files	NMC/NGD-190
conservation of art	NMC/NGF-245
conservation of art on paper	NMC/NGE-215
exhibitions	NMC/NGC-140 NMC/NGD-165 NMC/NGE-205 NMC/NGF-235 NMC/NGG-275 NMC/NGH-295
laboratory operations	NMC/NGF-230
loans of art to other institutions	NMC/NGE-225
loans to and from Gallery	NMC/NGA-115 NMC/NGD-185 NMC/NGF-265 NMC/NGH-305

Key Words	CoR No.
National Gallery of Canada (*continued*)	
operations	NMC/NGA-085 NMC/NGE-200 NMC/NGH-285
photographic services	NMC/NGA-110
planning of exhibitions	NMC/NGB-125
publications	NMC/NGA-105 NMC/NGC-155 NMC/NGD-180 NMC/NGE-220 NMC/NGF-260 NMC/NGG-280 NMC/NGH-300
research dossiers on art objects	NMC/NGC-150
restoration services	NMC/NGD-195
restorers	NMC/NGF-255
specific artists and paintings	NMC/NGF-250
National Health Research and Development Program (NHRDP)	NHW/ERD-335
National Housing Act (NHA)	CMH/GCC-005
federal-provincial agreements	CMH/GCC-010
finances	CMH/FMI-245
mortgage administration	CMH/ISO-115
program evaluation	CMH/PDR-225
programs	CMH/GCC-015
rural and native housing	CMH/GCC-010
special internal audit	CMH/OAD-335
National Housing Loan Regulations (NHLR)	CMH/GCC-005
National Income Accounts	BOC/RES-085 BOC/RES-090
National Indigenous Development Program	PSC/SPB-035
National Job Bank	
clearance system	EIC/EMP-435
development and maintenance	EIC/SPP-650
National Library Act	
acquisitions	NLC/ABS-030
National Map Collection	
acquisitions	PAC/NMC-055
enquiries	PAC/NMC-060
general information	PAC/NMC-050
selection for permanent retention	PAC/NMC-065
National Mineral Collection	NMC/NSC-345
National Museum of Man (see also Museums)	
archaeological research	NMC/MMB-515
collections and acquisitions	NMC/MCC-535 NMC/MMA-475 NMC/MMB-505 NMC/MMD-565 NMC/MME-595 NMC/MMF-625 NMC/MMG-655
conservation of artifacts	NMC/MCC-540 NMC/MMA-480 NMC/MMB-510 NMC/MMD-570 NMC/MME-600 NMC/MMF-630 NMC/MMG-660
exhibitions	NMC/MCC-530 NMC/MMA-470 NMC/MMB-500 NMC/MMD-560 NMC/MME-590 NMC/MMF-620 NMC/MMG-650
National Museum of Man (*continued*)	
loan of exhibitions	NMC/MCC-555 NMC/MMB-525 NMC/MMD-585 NMC/MME-615 NMC/MMF-645
loans, art and artifacts	NMC/MMA-495 NMC/MMG-675
publications	NMC/MCC-550 NMC/MMA-490 NMC/MMD-580 NMC/MMF-640 NMC/MMG-670
research	NMC/MMA-485 NMC/MMD-575 NMC/MMF-635 NMC/MMG-665
research on artifacts	NMC/MCC-545
research proposals, reports	NMC/MME-605
research publications	NMC/MMB-520 NMC/MME-610
National Museum of Natural Sciences (see also Museums)	
acquisitions and collections	NMC/NSA-310 NMC/NSC-345 NMC/NSC-370 NMC/NSE-395 NMC/NSF-420 NMC/NSG-450
botanical publications	NMC/NSG-460
conservation	NMC/NSC-365 NMC/NSD-390 NMC/NSF-425
curators' files, research	NMC/NSG-455
exhibitions	NMC/NSA-315 NMC/NSB-330 NMC/NSC-350 NMC/NSE-400 NMC/NSF-415 NMC/NSG-445
loan of art, artifacts and specimens	NMC/NSA-320 NMC/NSB-340 NMC/NSC-355 NMC/NSD-380 NMC/NSE-405 NMC/NSF-440 NMC/NSG-465
public programs and publications	NMC/NSA-325
publications	NMC/NSB-335 NMC/NSC-360 NMC/NSD-375
research	NMC/NSF-430
research, invertebrate zoology	NMC/NSD-385
research publications	NMC/NSE-410
school loans program	NMC/NSA-320
scientific publications	NMC/NSF-435
specimen identification	NMC/NSC-355
tours	NMC/NSA-325
National Museum of Science and Technology (see also Museums)	
acquisition of collections	NMC/MST-685
conservation of artifacts	NMC/MST-690
exhibitions	NMC/MST-680
loans of exhibitions	NMC/MST-695
National Oil Policy Review, 1969	NEB/OIL-190

Key Words	CoR No.
National Personnel Records Centre	PAC/NPR-165
National Photography Collection	PAC/NPC-105
National Registration records	STC/COP-020
National Registry of Pesticide Residues	DOE/CAP-145
National Shelter Program	
emergencies	PWC/PWC-010
National Toponymic Database (NTDB)	EMR/SMB-415
National Transportation Act	CTC/RTC-060
appeals of CTC decisions	DOT/COD-030
PART III	CTC/MVT-260
National Treasure	
export regulations	CPE/CPI-005
National wildlife areas	DOE/CAP-135
Native Communications Program	SSC/CCP-070
Native Friendship Centre Program	SSC/CCP-070
Native Housing Secondment Program	CMH/PSO-070
Native peoples	
band and regional information	INA/ISP-056
band management and funding	INA/ISP-021
burial grounds, preservation and study of	NMC/CMS-005
business development and financing	INA/EDP-066
claims, comprehensive	INA/SGP-016
claims, Indian/research	NLC/PSB-105
claims settlement/western Arctic	INA/NAP-226
claims, specific	INA/LRT-141
community-based programs	SSC/CCP-070
community services	INA/ISP-031
constitutional process and self-government	INA/SGP-006
economic development	INA/EDP-086
	INA/NAP-266
	RIE/NED-325
economic development/support	INA/EDP-081
education in the north	INA/NAP-181
educational needs	INA/ISP-041
effect of pipelines on	NPA/SEE-065
employment	PSC/SPB-040
employment development	INA/EDP-071
employment in the North	PSC/SPB-055
employment programs	EIC/EMP-465
farm loans	FCC/ADM-010
	FCC/ADM-125
grants for advancement of Inuit culture	INA/NAP-196
harvest surveys	DOE/CAP-115
health and social services in the north	INA/NAP-176
health research	NHW/ERD-335
health services	NHW/NHS-220
historical information and statistics	INA/ISP-051
housing	CMH/GCC-010
	CMH/PSO-055
	CMH/PSO-060
housing assistance	CMH/PSO-070
	INA/ISP-026
housing design aid	CMH/PSO-165
housing/demonstration	CMH/PDR-236
Indian Act/policy co-ordination	INA/LRT-126
Indian band government	INA/LRT-126
Indian band membership	INA/LRT-121
Inuit culture	INA/NAP-171
Inuit economic development, relocation/Québec	INA/SGP-011
Inuvialuit claims settlement	INA/NAP-226
justice and law enforcement in the north	INA/NAP-186
land claims	DOE/CAP-115
	DOE/CAP-155
	FIN/ERP-415
land holding, sales and leases, reserves	INA/LRT-111

Key Words	CoR No.
Native peoples (*continued*)	
management development training	INA/ISP-036
management of natural resources	INA/LRT-106
Manitoba bands	INA/LRT-136
mineral resources	INA/EDP-091
natural resources	INA/LRT-116
offenders	CPS/SCP-315
oil and gas resources	INA/EDP-096
police service	CMP/CID-090
policing on native reserves	CMP/OPD-345
program evaluation/DIAND	INA/EDP-101
program planning/DIAND	INA/ISP-061
renewable and non-renewable resource activities	INA/LRT-131
reserves surveying	EMR/SMB-405
Residential Rehabilitation Assistance Program	CMH/PSO-090
resource development	INA/EDP-076
Rural Residential Rehabilitation Assistance Program (RRAP)	CMH/PSO-065
social development	INA/ISP-046
training/public service	PSC/SPB-035
veterans/land settlement	VAC/DVA-065
welfare assistance	NHW/ISP-395
women	ASW/RES-005
Native Social and Cultural Development Program	SSC/CCP-070
NATO (North Atlantic Treaty Organization)	
administration	FIN/IER-560
defence activities	DEA/TFB-045
Petroleum Planning Committee	EMR/ESB-145
policy development	DEA/IFB-130
Senior Civil Emergency Planning Committee	EMR/ESB-145
transportation crisis management	DOT/DSE-065
Natural gas (see also Electricity and gas; Oil and gas)	
by-products	NEB/ESB-295
financial analysis	EMR/EPS-190
financial policy	FIN/ERP-420
import and export licences	NEB/GAS-135
liaison with U.S. regulatory agencies	NEB/GAS-145
liquids, production of	NEB/ESB-285
marketing and pricing	EMR/PTS-305
	NEB/GAS-130
production	NEB/ESB-285
reserves	NEB/ESB-290
statistics	EMR/EPS-180
synthe[illegible]	NEB/ESB-295
Natural reso[illegible]	
native p[illegible]	INA/LRT-116
policy an[illegible] development/Indian lands	INA/LRT-106
pricing [illegible]	ECC/PAA-080
Naturalization [illegible]	SSC/CCP-045
Navigation	
St. Lawrence Seaway	SLS/OMB-010
Navigation, air	
civil aviation	DOT/DFS-080
enforcement of regulations	DOT/DEL-125
licensing	DOT/DIC-105
systems and aids requirements	DOT/AAN-070
Navigation, marine	
aids	DOT/MAW-155
communications and navigation aids	DOT/MTE-175
information on seamanship	DOT/MSS-205

Key Words	CoR No.
Navigational charts, marine	DFO/OSS-080
Navy see Canadian forces	
Neighbourhood Improvement Program (NIP)	CMH/PSO-090
Nepal	
Canadian aid	IDA/BSD-280
New Horizons	
distribution of funds	NHW/NHD-400
Newfoundland economic development	ECC/PAA-100
Newspapers/periodicals	
collection/information	NLC/PSB-080
NHA see National Housing Act	
Nicaragua	
Canadian aid	IDA/BMD-380
Niger	
Canadian aid	IDA/BFD-575
Nigeria	
Canadian aid	IDA/BCD-490
Nineteenth Annual Review	ECC/PAA-065
NIOSHTIC	
health and safety/scientific publications data base	OHS/ISS-005
Non-government organizations (NGOs)	
housing	CMH/ODS-310
human rights support	SSC/CCP-035
information collection	STC/FCG-537
international (INGOs)/CIDA grants	IDA/SVP-245
overseas projects/CIDA	IDA/SVP-225
relations with CIDA	IDA/MVP-135 IDA/SVP-220
Non-petroleum sources	
assessments	EMR/DEX-045
energy conservation	EMR/CNP-210
market analysis	EMR/EPS-175
Non-profit and co-operative housing	CMH/PSO-055
Non-resident tax	
income tax	RCT/PSB-156
remittances	RCT/PSB-161
Non-smoking	
public information programs	NHW/HPD-315
NORAD (North American Air Defence Command)	
policy development	DEA/IFB-130
Norman Wells project	
management and regulation	INA/NAP-221
North Atlantic Free Trade Area	FIN/IER-560
North-South Institute	BOC/INT-225
Northern development (see also Yukon and Northwest Territories)	
advisory committee	INA/NAP-156
employment	INA/NAP-276
financial policy	FIN/ERP-415
financial policy, oil	FIN/ERP-420
mineral resources	INA/NAP-281
mining/mineral rights	INA/NAP-286
non-renewable resources	INA/NAP-311
oil and gas exploration	INA/NAP-326
policy development	INA/NAP-146
program evaluation/DIAND	INA/EDP-101
programs/DIAND	INA/NAP-151
territorial government administration	INA/NAP-161
Northern Native Broadcast Access Program	DOC/ACP-041 SSC/CCP-070
Northern Oil and Gas Action Program (NOGAP)	INA/NAP-316
Northern operations	
EMR	EMR/CGA-105

Key Words	CoR No.
Northern Pipeline Act	
advisory councils/Northern Pipeline Agency	NPA/ADM-015
authority delegated to Northern Pipeline Agency	NPA/ODO-040
Northern Scientific Training Grants Program	INA/NAP-211
Northern utilities	
construction and improvement projects	NCP/OEB-055
electricity production and water treatment	NCP/OEB-045
equipment and supplies	NCP/OEB-035
hydraulic structures and facilities	NCP/OEB-040
hydro sites	NCP/OEB-020
maintenance of grounds	NCP/OEB-015
marketing of	NCP/CPA-005
operations of commission for	NCP/OEB-010
transmission and distribution lines	NCP/OEB-025
transportation of materials	NCP/OEB-050
Northumberland Strait crossing	
policy development	FIN/EDD-470
Northwest Territories (see also Yukon and Northwest Territories)	
agreements and arrangements	INA/NAP-166
Criminal Code prosecutions	JUS/CLB-005
financial agreements	FIN/FPR-200
program planning/DIAND	INA/NAP-151
territorial government administration	INA/NAP-161
Nosology Reference Centre	STC/HLT-105
Nuclear accidents	
financial liability	FIN/ERP-395
Nuclear devices	
manufacturers of	AEC/DFC-165
Nuclear Energy Agency (NEA)	
energy conservation	EMR/CNP-210
Nuclear energy see Atomic energy	
Nuclear facilities	
physical security	AEC/DFC-140
quality assurance	AEC/DRR-110
Nuclear Liability Act	AEC/PAB-220
Nuclear magnetic resonance techniques	NRC/ARL-050
Nuclear power	
financial policy	FIN/ERP-395
Nuclear war	
training and equipment of Canadian Forces	DND/MPO-295
Nuclear weapons	DND/ADO-265
Numismatic products	
advertising	RCM/CNP-035
design, production, marketing, distribution	RCM/CNP-030
foreign, contracts for production of	RCM/INM-005
inventories and shipping	RCM/MAM-080
Nursing	NHW/PNO-035
Nursing Home Care Benefits Program	NHW/ISP-395
Nursing homes	
building standards	CMH/PDR-195
Nutrition	
food quality	NHW/FDI-105 NHW/FDI-120
good food practices information	NHW/HPD-310
related diseases and food habits	NHW/HSD-300

O

Key Words	CoR No.
Obstacles Report	SSC/CCP-080
Occupational and career information	EIC/EMP-455

Key Words	CoR No.
Occupational health and safety (see also Health and safety)	
accident investigation	LAB/OSH-230
accident statistics	STC/LAB-077
acts and regulations	LAB/MSC-025
Canadian Forces safety standards	DND/GSD-105
computerized information (CCINFO)	OHS/ISS-005
diseases	OHS/TES-015
drilling and development on Canada Lands	INA/NAP-351
drilling for oil and gas	EMR/CGA-095
employees' rights	CLR/OPS-030
federal-provincial labour relations	LAB/FPR-120
library holdings, CCOHS	OHS/TES-040
mining/Yukon	INA/NAP-291
National Capital Commission	NCC/SEC-016
public service assistance programs	TBS/PPB-355
public service health	NHW/HAS-225
radiation exposure	NHW/EHD-200 NHW/EHD-210
railway employees	LAB/OSH-255
regulations	LAB/OSH-240
research and statistics	LAB/OSH-245
research information	MER/PPD-115
surveys and studies	LAB/OSH-250
training/Department of National Defence	DND/GSD-110
women	ASW/RES-035
Occupational Health and Safety Law	OHS/TES-035
Occupational health, safety and welfare (standard class of records)	
see institution identifier with 922, if available, in chapter concerning relevant institution	
Occupational trends, analysis of	EIC/SPP-715
Occupations, classification of	EIC/EMP-455
Ocean energy research	NRC/DME-415
Ocean mapping	DFO/OSS-080
Ocean Ranger accident	EMR/CGA-095
Ocean resources	
financial policy, water	FIN/ERP-405
Ocean science	
departmental program evaluation	DFO/PPP-050
Oceanographic measurements and instrumentation	NRC/DPH-520
Oceanography research	DFO/OSS-075
OECD Manpower and Social Affairs Committee, EIC projects involving	EIC/SPP-660
Offenders	
criminal justice systems	SGC/POL-115
juvenile	SGC/POL-100 SGC/POL-105
special: females, native peoples	SGC/POL-115
special programs for females	CPS/SCP-310
Offenders (standard class of records)	
see institution identifier with 911, if available, in chapter concerning relevant institution	
Office appliances (standard class of records)	
see institution identifier with 911, if available, in chapter concerning relevant institution	
Office automation	
field trial	DOC/ACP-031
research	DOC/REI-190
Official and state visits	
to Canada	DEA/XDX-005

Key Words	CoR No.
Official languages	
assistance to official language minorities	SSC/OLP-025
bilingualism in National Capital Region	NCC/SEC-005
Commissioner of Official Languages studies and reports	TBS/OLB-250
consultations concerning policies and programs	TBS/OLB-255
federal policy	TBS/OLB-240
in education, financial assistance	SSC/OLP-030
language training in public service	TBS/OLB-260
National Capital Commission	NCC/SEC-016
program administrative systems	TBS/OLB-265
program audits	TBS/OLB-245
promotion of	SSC/OLP-020
translation services, federal	SSC/OLP-015
Official languages (standard class of records)	
see institution identifier with 923, if available, in chapter concerning relevant institution	
Offshore	
earth physics	EMR/PHB-320
engineering research	NRC/DME-415
financial analysis of projects	EMR/EPS-190
general programs	EMR/CGA-100
mineral rights	FIN/FPR-200
mining/resource evaluation	EMR/CGA-090
Northern operations programs	EMR/CGA-105
transportation of oil and gas	NEB/ERW-030
Oil (see also Oil and gas; Petroleum)	
condensates and products/export control	NEB/OIL-215
crude/availability	NEB/OIL-205
crude/exchange agreements	NEB/OIL-225
crude/export charges	NEB/OIL-210
crude/export control	NEB/OIL-215
crude/pipeline capability	NEB/OIL-205
crude/production	NEB/ESB-285
crude/refinery production	NEB/OIL-230
emergency allocation	NEB/OIL-195
liaison with U.S. agencies	NEB/OIL-200
policy, national	NEB/OIL-190
pricing and compensation	EMR/PTS-310
refining capacity and processing	NEB/OIL-235
spills/contracts	DOE/AES-405
spills/trajectories	DOE/AES-415
substitution programs	EMR/CRB-250
substitution/home energy	EMR/CRB-265
substitution/industrial sector	EMR/CRB-280
supply and requirements, hearings on	NEB/OIL-220
supply assessment	EMR/PTS-300
Oil and gas (see also Electricity and gas; Energy; Natural gas; Oil; Petroleum)	
Canada Lands	EMR/CGA-065
company sales and purchases	NEB/FRB-005
demand restraint	EMR/ESB-150
deregulation	NEB/OIL-190
development, environmental aspects of	NEB/ERW-030
development in the north	INA/NAP-316
drilling and exploration/regulation	INA/NAP-356
dynamics research	NRC/DME-410
emergency allocation planning	EMR/ESB-155
energy projects	EIC/EMP-355
environmental protection/marine and coastal areas	INA/NAP-331
exploration agreements	EMR/CGA-070
exploration and development	NEB/ESB-325
exploration and development studies	EIC/EMP-355

Key Words	CoR No.
Oil and gas (*continued*)	
exploration and production/land	INA/NAP-336
exploration in national parks	DOE/PKS-065
exploration, land management	EMR/CCA-080
export licences	NEB/GAS-140 NEB/OOS-085 NEB/OOS-095
federal-provincial negotiations	FIN/ERP-420
financial policy	FIN/ERP-420
human resource planning	EIC/EMP-355
import and export policies	FIN/IER-580
lands management/north	INA/NAP-306
marine operations, environmental protection	EMR/CGA-075
Norman Wells project	INA/NAP-221
offshore, transportation of	NEB/ERW-030
parliamentary enquiries	NEB/OOS-105
Petroleum Incentives Program	EMR/PNA-130
pipeline companies, financial information on	NEB/FRB-025
pipeline projects	NEB/PEO-060
policies	EMR/PTS-285
policy analysis	EMR/CGA-085
policy development/exploration	INA/NAP-341
procurement plans/north	INA/NAP-326
reserves	NEB/ESB-290
reserves and potential on Canada Lands	INA/NAP-346
resource assessment	EMR/PTS-295
resource evaluation	EMR/CGA-090
resources on Indian lands	INA/EDP-096
safety/drilling	EMR/CGA-095 INA/NAP-351
spills, reports on	NEB/ERW-045
storage	NEB/ESB-330
transportation/north	INA/NAP-201
uniform accounting regulations	NEB/FRB-020
Oil and Gas Production and Conservation Act	EMR/CGA-065
Oil Export Tax	FIN/TAC-755
Oil sands projects	
financial analysis	EMR/EPS-190
Oilseeds	
development and marketing	DEA/TFB-040
research	DOA/CGC-575
Old Age Security	
financial policy	FIN/SPD-375
international agreements/accounts	NHW/ISP-390
Old Age Security (see also Income security programs; Seniors)	
regional delivery/EDP systems	NHW/ISP-370
regional operations/accounts	NHW/ISP-375
Olympic Corporation, federal involvement in	TBS/APB-100
Olympic Games	
temporary entry to Canada for	EIC/IMM-090
Olympic Winter Games, 1988	NHW/OWG-100
Olympus satellite program	
Canadian participation	DOC/DGI-086
Ontario Hydro	
St. Lawrence Seaway	SLS/ESB-095
OPEC see Organization of Petroleum Exporting Countries	
Open House Canada	SSC/CCP-065
Open market operations	
financial, statistics	BOC/SEC-030
Operations research studies	
Revenue Canada, Taxation	RCT/LIA-116
Optical disc advisory services	PAC/ODA-190
Optical physics, measurement standards in	NRC/DPH-535
Optics research	NRC/DPH-540
Order of Canada	CAC/ART-005
Organic chemistry research	NRC/DCH-220
Organisation internationale de Métrologie légale	CCA/BCA-065
Organization for Economic Co-operation and Development (OECD)	BOC/INT-225 EMR/DEX-025 EMR/EPS-195
administration	FIN/IER-560
Canadian participation	RIE/POL-245
co-ordination	FIN/IFD-660
housing	CMH/ODS-310
international economic relations	DEA/EFB-080
international finance	FIN/IGB-050
labour	LAB/IRB-110
studies, positions and decisions	IDA/YVP-015
women/labour	LAB/WEA-010
Organization of American States (OAS)	
policies and programs	FIN/IFD-650
Organization of Petroleum Exporting Countries (OPEC)	EMR/EPS-195
policy development	FIN/IER-585
Ornithology	
all aspects of wildfowl	DOE/CAP-120
Orthopedic engineering	
research	NRC/DEE-280
Ottawa Greenbelt	NCC/PRB-052
Ottawa River Hydraulic Laboratory	NRC/DME-415
Ottawa River Solar Observatory	NRC/HIA-340
Outreach Program	EIC/EMP-440

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Key Words	CoR No.
Packaging	
consumer products	CCA/BCA-015
food	CCA/BCA-010
Paintings see Art	
Pakistan	
Canadian aid	IDA/BSD-290
Panama	
Canadian aid	IDA/BMD-385
Paper products and printing	
product control	CCA/BCA-075
records	STC/IND-360
Paperburden reduction	
policies and procedures/Transport Canada	DOT/DSE-050
Pari-mutuel betting see Race tracks	
Parking	
Correctional Service Canada	CPS/EAP-085
Parks, national	
administration	DOE/PKS-010 DOE/PKS-075

Key Words	CoR No.
Parks, national (see also Historic sites and parks)	
attendance data	DOE/PKS-020
botany	DOE/PKS-045
engineering and architectural projects	DOE/PKS-035
environmental protection	DOE/PKS-040
financial policy	FIN/ERP-405
forestry management	DOE/PKS-045
health services for visitors	DOE/PKS-050
historical and contemporary information	DOE/PKS-030
law enforcement	DOE/PKS-055
marine environment	DOE/PKS-060
mineral resources	DOE/PKS-065
national landmarks	DOE/PKS-070
policy and programs	DOE/PKS-005 DOE/PKS-010
preservation of wildlife	DOE/CAP-140
socioeconomic projects	DOE/PKS-015
use, program evaluation	DOE/PKS-025
water resources	DOE/PKS-080
wildlife	DOE/PKS-085
Parliament Hill	
maintenance	NCC/DEB-023
Parliamentary matters	OCG/PCU-006
Parliamentary questions/information	
Transport Canada	DOT/DSE-055
Parole	
aspects of release	NPB/NPB-035
eligibility	NPB/NPB-030
issues	SGC/POL-075
mandatory supervision	NPB/NPB-025
panel hearings and reviews	NPB/NPB-040
preparation for inmates' release	CPS/CMD-250
temporary absences	NPB/NPB-025
violations	NPB/NPB-045
Parole supervision	
community residential centres	CPS/SCP-290
private sector agencies	CPS/SCP-280
programs	CPS/SCP-295
Particle accelerators	AEC/DRR-075
Passenger Entry Processing and Tariff Programs	RCC/CPE-280
Passengers, air	
policies, rulings and rates	DOT/DIC-095
Passports	
Canadian citizens	DEA/SFB-215
illegal issue and possession	CMP/CID-060
lost or stolen	CMP/OPD-285
regulations and procedures	EIC/IMM-070
stolen	CMP/IDD-115
Patents	NRC/EXE-010
Canadian Forces	DND/RSD-740
general information	CCA/COA-100
research	CCA/BPC-145
Pay administration	
public service	DSS/ROS-070 DSS/ROS-090
Peat	
research	NRC/DEN-330
Penitentiaries (see also Inmates; Institutions)	
accommodation	CPS/EAP-050
books and publications	CPS/COM-015
buildings and properties	CPS/EAP-045
chaplains	CPS/CHA-265
construction	CPS/TSB-025
contingency emergency plans	CPS/OSD-355
contraband and dangerous substances	CPS/OSD-360
departmental correspondence	CPS/COM-005
design	SGC/POL-095
discipline, punishment, segregation	CPS/OSD-365
electronics and telecommunications	CPS/TSB-030
enquiries	CPS/SDC-140
enquiries, access to information	CPS/COM-020
enquiries, special	OCI/CIN-020
equipment procurement	CDS/MMD-100
facilities planning	CPS/TSB-040
farm	CPS/ABD-155
fire safety	CPS/EAP-060
food services	CPS/FSD-090
health care/equipment	CPS/MMD-105
heating	CPS/EAP-075
hostage taking	CPS/OSD-385
incident investigation	CPS/SDC-135
incidents and assaults	CPS/PSD-405
industrial operations	CPS/IND-190
industrial shops	CPS/IND-215
information services	CPS/COM-010
inmate affairs	OCI/CIN-025
inmate committees	OCI/CIN-010
inmate complaints	OCI/CIN-030
inmates' injuries, compensation for	LAB/OSH-235
library services	CPS/ETD-180
marketing development	CPS/IND-195
operational security	CPS/OSD-350
population management	CPS/IPM-390
procurement services	CPS/MMD-110
programs	SGC/POL-095
security	CPS/SBR-345
security equipment	CPS/OSD-375 CPS/TSB-035
security reviews	CPS/OSD-380
statistics and reports	OCI/CIN-015
supplies procurement	CPS/MMD-120
utilities	CPS/EAP-070
visits by Office of the Correctional Investigator	OCI/CIN-005
Pension Act	
interpretation of	VAC/PRB-005
Pension Benefits Standards Act	INS/ACT-010
financial policy	FIN/SPD-360
Pension Fund	
Canada Mortgage and Housing Corporation	CMH/FMI-250
Pension Review Board	
adjudication, appeals and interpretation	VAC/PRB-005

Key Words	CoR No.
Pensions	
amendments to/taxation	RCT/LIA-051
appeal proceedings	PAB/PAB-005
civilian wartime service	VAC/CPC-035
employer-sponsored plans, actuarial services	INS/ACT-020
federal plans, actuarial services	INS/ACT-015
financial policy	FIN/SPD-360
Pension Benefits Standards Act, plans subject to	INS/ACT-010
public servants	TBS/PPB-370
public servants, schemes for	TBS/PPB-380
public service	DSS/ROS-075
research and legislation	LAB/EIR-135
statistical records	STC/LAB-065
veterans' allowances	VAC/WVA-005
veterans and civilians	VAC/WVA-010
veterans, benefits for children of	VAC/CPC-030
veterans' entitlement	VAC/CPC-005
veterans, research on eligibility of	VAC/BPA-010
veterans, supplementary	VAC/CPC-025
veterans, widows and dependants of	VAC/CPC-015
veterans/adjudication	VAC/BPA-005
veterans/disability	VAC/CPC-020
veterans/disability or death	VAC/CPC-010
women	ASW/RES-010 ASW/RES-020
Pensions and insurance (standard class of records)	
see institution identifier with 924, if available, in chapter concerning relevant institution	
Performing Arts Venture Capital Fund	CAC/TOO-120
Permafrost	
studies	EMR/PHB-335
Permits	
firearms	CMP/IDD-110
hunting in national parks	DOE/PKS-085
National Capital Region	NCC/PAB-032
Personal data systems	
federal government	DSS/MOS-160
Personal use items	
product control	CCA/BCA-075
Personnel	
customs	RCC/CPE-160 RCC/CPE-395
data administration/federal government	DSS/FAS-175
data systems/federal government	DSS/MOS-165
National Capital Commission	NCC/SEC-016
security clearance	CPS/PSD-415
support services	CMP/PRO-157
Personnel (standard class of records)	
see institution identifier with 918, if available, in chapter concerning relevant institution	
Personnel Management Manual	TBS/PPB-360
Peru	
Canadian aid	IDA/BMD-355
Pest Control Products Act	DOA/FPI-130

Key Words	CoR No.
Pesticides	
evaluation of	DOA/FPI-135
licensing and use of	DOA/FPI-005
national field compliance program	DOA/FPI-140
registration of	DOA/FPI-130
registration review	DOE/CAP-275
wildlife	DOE/CAP-145
Peter Dwyer Scholarships	CAC/ART-005
Petro-Canada	
financial policy	FIN/ERP-420
Petro-Canada International Assistance Corporation	EMR/EPS-195
Petroleum (see also Oil; Oil and gas)	
and gas revenue taxes	RCT/PSB-136
assessment of sources and reserves	EMR/PTS-285
Canadian ownership	EMR/PNA-110 EMR/PNA-120
Canadian ownership regulations	EMR/PNA-115
Canadianization of industry	EMR/PNA-130
emergency allocation planning	EMR/ESB-155
emergency rationing	EMR/DEX-030
gas, liquefied/import and export	NEB/GAS-135
incentive payments	FIN/SPA-085
leasing	FIN/IER-580
market analysis	EMR/EPS-175
policy advice to FIRA	EMR/EPS-170
policy planning	EMR/EPS-185
pricing and compensation	EMR/DEX-055 EMR/PTS-310
products research	NRC/DME-405
resource assessment	EMR/PTS-295
sources/general	EMR/DEX-050
supplies allocation	EMR/ESB-135
transportation, refining and marketing	EMR/PTS-290
Petroleum Corporations Monitoring Act	EMR/EPS-205
Petroleum Incentives Administration (PIA)	EMR/DEX-055
general	EMR/PNA-110
Petroleum Incentives Program (PIP)	EMR/CGA-065
Act	EMR/PNA-110
general	EMR/PNA-125
policy	EMR/PNA-130
Petroleum Monitoring Agency (PMA)	EMR/DEX-055 EMR/EPS-205
Philippines	
Canadian aid	IDA/BSD-305
Photochemistry research	NRC/DCH-225
Photogrammetric research	NRC/DPH-545
Photographs	
acquisition and preservation	PAC/NPC-100
aerial/National Capital Region	NCC/PRB-056
archival services	PAC/PSD-195
historical	PAC/NPC-110
in law enforcement	CMP/IDD-125
National Photography Collection	PAC/NPC-105
preservation and restoration	PAC/PCD-200
reproduction/museums	NMC/NGD-170
services/National Gallery of Canada	NMC/NGA-110
Phototonics and sensors	
research	NRC/DEE-270
Physical sciences, NRC administration of research activities in	NRC/DPH-505

Key Words	CoR No.
Pilotage services	
Atlantic region	APA/OPD-005
Great Lakes	GLP/OPE-005
Laurentian region	LPA/OPR-005
Pacific region	PPA/OPE-005
St. Lawrence Seaway	SLS/OMB-010
tariff setting	PPA/OPE-010
tariffs	APA/OPD-010
	LPA/OPR-010
tariffs/Great Lakes	GLP/OPE-010
Pilots	
air/licensing	DOT/DIC-105
shipping	APA/OPD-005
Pipeline companies	
environmental co-operation	NEB/ERW-050
liaison with NEB	NEB/PEO-075
rates, tolls and tariffs	NEB/FRB-005
	NEB/OOS-085
setting of tolls	NEB/ECB-270
Pipelines	
acquisition of land	NPA/SRU-085
activities and projects	EMR/DEX-050
Alaska Highway Gas (B.C.)	NPA/ADM-025
Alaska Highway Gas (Yukon)	NPA/ADM-020
Alaska Highway Gas, industrial benefits	NPA/TRA-055
Alaska Highway Gas, manpower	NPA/SEE-075
applications to operate	CTC/CPT-285
certificates, licences, orders	NEB/OOS-095
co-operation with associations, committees	NEB/PEO-075
construction, applications and reasons for decision on	NEB/OOS-085
construction, applications/information on	NEB/PEO-080
construction, complaints concerning	NEB/ERW-040
construction, daily operations during	NPA/SRU-080
construction, interventions and appeals on	NEB/PEO-080
construction/environmental aspects	NEB/ERW-055
costs and technology	CTC/CPT-290
damage and injury, reports on	NEB/PEO-070
engineering aspects	NPA/EDU-100
engineering design and development	NPA/EDU-095
environmental aspects of	NEB/ERW-035
	NPA/SEE-070
environmental assessment and surveillance	NEB/ERW-055
export and import meters	NEB/PEO-081
financial analysis	EMR/EPS-190
financial policy	FIN/ERP-420
health and safety, occupational	EMR/CGA-095
legal cases	NEB/LAW-120
logistics transportation	NPA/TRA-045
Norman Wells project	INA/NAP-221
Northern Pipeline Agency, legal affairs of	NPA/ADM-030
Northern Pipeline Agency, public affairs of	NPA/ADM-035
oil and gas transportation/north	INA/NAP-201
oil and gas treaty	FIN/IER-580
operation and maintenance	NEB/PEO-065
parliamentary enquiries	NEB/OOS-105
policy	NPA/COM-005
pricing and compensation	EMR/PTS-310
programs, federal	NPA/TRA-050
project scheduling and monitoring	NPA/SRU-090
right-of-way	NPA/SRU-085
routing of	NEB/ERW-040
secretariat operations	NPA/ADM-010
social and cultural effects	NPA/SEE-065
socioeconomic impact	NEB/ECB-265
socioeconomic issues	NPA/SEE-060

Key Words	CoR No.
Pipelines (*continued*)	
standards	CTC/CPT-295
standing panel files	NEB/OOS-090
statutes and regulations, amendment of	NEB/LAW-115
Planetary sciences research	NRC/HIA-355
Plant Biotechnology Institute, administration and services of	NRC/PBI-560
Plants	
cell technology	NRC/PBI-580
disease, prevention of	DOA/FPI-155
ecology research	DOA/CFS-680
export control	DOA/FPI-160
health programs	DOA/FPI-175
import permits	DOA/FPI-155
microbial research	NRC/PBI-570
molecular genetics	NRC/PBI-585
pests, domestic control of	DOA/FPI-165
pests, identification and analysis of	DOA/FPI-170
product technology	NRC/PBI-565
quarantine	DOA/FPI-155
Plasma	
dynamics research	NRC/DME-410
studies	NRC/HIA-355
Plastics	
industry/records	STC/IND-335
research	NRC/DCH-190
Poison control	
information	NHW/CDC-170
Polar Continental Shelf Project	
information for field parties	EMR/PSP-445
logistical support	EMR/PSP-445
management and functions	EMR/PSP-435
operations	EMR/DEX-010
scientific investigations	EMR/PSP-440
Police	
academic training for recruits	CMP/DEP-246
at airports	CMP/OPD-300
	CMP/PRO-151
community relations	CMP/OPD-265
educational programs	SGC/POL-080
federal	SGC/PSB-015
federal statutes	CMP/CID-085
municipal services	CMP/CID-090
on native reserves	CMP/CID-090
	CMP/OPD-345
physical training for recruits	CMP/DEP-246
port facilities	CPO/POL-035
provincial services	CMP/CID-090
RCMP college	CMP/TRN-240
RCMP detachment operations	CMP/OPD-305
RCMP information centre	CMP/RSV-220

Key Words	CoR No.
Policies and procedures	
access to information, EIC	EIC/SEC-040
advisory services/Farm Credit Corporation	FCC/ADM-030
anti-dumping and countervailing legislation	RCC/CPE-240
art conservation, National Gallery	NMC/NGE-215
balance of payments	BOC/INT-240
broadcasting	CRT/SEC-090
Canada Mortgage and Housing Corporation	CMH/GCC-035
Canadian Film Development Corporation	CFD/ADM-005
CASE (Counselling Assistance to Small Enterprises)	BDB/MTS-055
collection of duties and taxes	RCC/EPE-040 RCC/EPE-110
collection/Farm Credit Corporation	FCC/ADM-105
Correctional Service Canada	CPS/CMD-240
customs legislation	RCC/CPE-365
departmental financial administration	OCG/PDB-041
drawbacks, refunds, remissions (excise tax)	RCC/CPE-140
Employment and Immigration	EIC/COR-060
Employment and Immigration/analyses and assessments	EIC/SPP-620
energy	EMR/DEX-020 EMR/EPS-160
excise audits	RCC/EPE-045
Farm Credit Corporation	FCC/ADM-005
farm loans	FCC/ADM-010
farm syndicate loans	FCC/ADM-015
Federal Business Development Bank lending	BDB/FLS-010
finances/Statistics Canada	STC/FPS-630
general activities, EIC	EIC/SEC-025
Health and Welfare	NHW/ISP-340
importation of goods through postal system	RCC/CPE-295
income tax audits	RCT/PSB-221
information provided to other countries	DEA/BCB-175
National Capital Commission	NCC/PLB-059
National Film Board	NFB/PDR-005
Natural Sciences and Engineering Research Council	SER/OPS-005
operations and quality control/federal institutions	CPS/CMD-255
prison inmates' release	CPS/CMD-245
Regional Industrial Expansion/expenditure management	RIE/ORD-310
release of commercial goods	RCC/CPE-335
status of women	OSW/OSW-015
Policy	
agricultural, economic and industrial	CCA/BPC-140
capital and industrial goods sector	RIE/PPC-105
citizens' advisory committees/Correctional Service Canada	CPS/SCP-285
community policing	CMP/CID-071
Department of Finance, internal analysis	FIN/SPA-080
development of the north	INA/NAP-146
development/Canada Mortgage and Housing Corporation	CMH/PDR-215
development/Department of Justice	JUS/PPR-030
development/liaison with departments	FIN/SPD-340
development/oil and gas on Canada Lands	INA/NAP-341
development/Transport Canada	DOT/PPD-010
energy	EMR/EPS-185
general/DRIE	RIE/POL-210
government liaison	NCC/SEC-010
identification and evaluation/DRIE	RIE/POL-220
Policy (*continued*)	
Indian band government and land claims settlement	INA/LRT-126
international	CCA/BPC-145
metric conversion	CCA/BPC-160
mineral exploration and development	EMR/DEX-015
oil and gas exploration on Canada Lands	EMR/CGA-085
pipelines	NPA/COM-005
planning and analysis/DRIE	RIE/PPA-020
regulatory/development	FIN/EDD-455
strategy and planning activities, EIC	EIC/SEC-030
Pollution	
abatement and compliance	DOE/CAP-260
air	DOE/CAP-215
air quality research	DOE/AES-315
air surveillance monitoring equipment	DOE/CAP-250
Canadian north	INA/NAP-231
chemical contaminants control	DOE/CAP-275
chemical process sources	DOE/CAP-220
combustion sources	DOE/CAP-235
control by Canadian Forces	DND/CPB-715
control, planning and policy	DOE/CAP-290
control/federal activities assessment	DOE/CAP-295
data analysis	DOE/CAP-240
environmental emergencies	DOE/CAP-285
financial policy	FIN/ERP-405
from mining and mineral industries	DOE/CAP-225
fuels	DOE/CAP-230
national parks	DOE/PKS-040
northern environment	NCP/OEB-030
regulations development	DOE/CAP-245
research	EMR/DEX-005
shipping rules and policies	DOT/MSS-250
solid waste management	DOE/CAP-280
technology development	DOE/CAP-255
toxic chemical management	DOE/CAP-300
waste water pollution control	DOE/CAP-265
water	DOE/CAP-185
water programs	DOE/CAP-270
Pollution Abatement Technology (DPAT)	DOE/CAP-255
Population	
Canadian policy	IDA/MVP-150
international aid	IDA/RVP-785
statistics	STC/DEM-030
studies	STC/POS-280
Pornography	
RCMP criminal intelligence service	CMP/OPD-280
Ports see Harbours and ports	
Postal services	
air mail/policies, rulings and rates	DOT/DIC-095
control of international mail	RCC/CPE-310
illegal use of	RCC/CPE-300
importation of goods	RCC/CPE-295
Poultry	
product grading and inspecting	DOA/FPI-035
registration and product standards	DOA/FPI-030
testing of egg production and chicken meat stocks	DOA/FPI-040
Poverty	
National Council on Welfare reports	NHW/NCW-090
Powerhouses see Electric power plants	
Prairie Farm Assistance Act	DOA/SDM-370

Key Words	CoR No.
Prairies	
Assiniboine River flood control	DOA/PFA-540
community pasture agreements and services	DOA/PFA-510
construction of municipal water and sewer facilities	DOA/PFA-505
demonstration farm	DOA/PFA-545
irrigation in Saskatchewan	DOA/PFA-530
soil conservation	DOA/PFA-560
water and land resource development	DOA/PFA-515
water development, irrigation, infrastructure programs	DOA/PFA-520
Precambrian geology	
activities, management and operations	EMR/GSC-370
Price fixing	
combines	CCA/BCP-110
Prices	
industrial statistics	STC/PRI-420
retail statistics	STC/PRI-415
Pricing	
tax investigations	RCC/EPE-015
Primary distributors	
dealers	BOC/SEC-020
Printing	
services/federal government	DSS/HSO-030
statistics	STC/IND-360
Prison see Penitentiaries	
Privacy	
customs and excise	RCC/CAE-440
legislative policy and research	CMP/AIP-140
protection of	SGC/PSB-025
request for information on Act	NHW/SAP-010
request statistics	CMH/GCC-040
Privatization of Crown corporations	
ministerial task force on	TBS/PRB-560
Prizes see Awards	
Processing materials	
taxable status	RCC/EPE-030
Procurement	
CIDA/guidelines	IDA/RDG-695
food/international aid	IDA/RDG-700
regulations, procedures/Correctional Service Canada	CPS/MMD-115
services for federal government	DSS/DCS-185
services required, penal institutions	CPS/MMD-110
Procurement (standard class of records)	
see institution identifier with 912, if available, in chapter concerning relevant institution	
Producers, food and commodities	
Canada's food aid program	IDA/MVP-160
Productivity	
improvement in federal agencies	TBS/SEC-020
Products	
and services/certification	DSS/HSO-045
codes	CCA/BPC-135
equipment design, testing	CCA/BCA-080
federal government specifications and standards	DSS/HSO-040
liability	CCA/BPC-130
regulations, complaints	CCA/BCA-075
safety	CCA/BCA-070
Programming (TV and radio)	
correspondence on	CRT/SEC-045

Key Words	CoR No.
Programs, federal	
evaluation/Office of the Comptroller General projects	OCG/PEB-136
evaluation/Solicitor General	SGC/DSG-055
evaluation/task force	OCG/PEB-136
evaluation/techniques and training	OCG/PEB-136
financial, federal administration	DSS/MOS-125
project management	DSS/HSO-015
Prohibited goods	
detection devices	RCC/CPE-300
tariffs	RCC/CPE-185
Propane Vehicle Grant Program	EMR/CNP-240
Property (see also Land)	
Canada Mortgage and Housing Corporation, owned by	CMH/ISO-145
federal, leasing of/National Capital Region	NCC/PRB-048
federal, leasing of/Ottawa Greenbelt	NCC/PRB-052
federal/development/National Capital Region	NCC/PRB-044
federal/management	PWC/PWC-050
federal/negotiation and management	NCC/PRB-041
intellectual/international policy, research	CCA/BPC-145
laws/women	ASW/RES-010 ASW/RES-020
real/acquisition and disposition	JUS/CPL-025
real/veterans	VAC/DVA-050 VAC/DVA-075
Prosthetic services	
for physically handicapped	NHW/HAS-230
Prosthetics research	NRC/DEE-280
Protection	
of VIPs	SGC/PSB-045
Protocol office	DEA/XDX-005
Provinces	
agricultural price support	FIN/EDD-490
aid projects under CIDA	DEA/CFX-003
assistance for family planning	NHW/HSD-280
assistance in mental health services	NHW/HSD-270
bond issues and foreign financing	FIN/FIM-175
census information on social programs	NHW/PPI-075
co-operation in community health services	NHW/HSD-265
collective agreements	LAB/LDB-155
equalization of revenue	FIN/FPR-210
federal government taxes	FIN/FPR-280
financial aid for improvement of administration of justice	JUS/PPR-035
financial planning	FIN/FPD-060
government statistics	STC/PUI-215
liaison for accreditation of inmates	CPS/ETD-175
poison control information	NHW/CDC-170
regional development	FIN/EDD-450
taxation laws	RCT/LIA-081
transfer payments	FIN/FPD-060
Psychiatric services	
prison inmates	CPS/HCO-340
Public debt	
accounting for	BOC/PDD-330
borrowings	FIN/ADM-795
Public expenditures	
federal reporting of	OCG/PDB-100
Public Land Grants Act and Territorial Lands Act	EMR/CGA-065

Key Words	CoR No.
Public servants	
assignment to international organizations	PSC/SPB-080
benefits and working conditions	SRB/PRB-015
collective bargaining information	SRB/PRB-010
data from central agency information systems	TBS/PPB-425
eligibility for membership in a bargaining unit	SRB/OSR-055
foreign service working conditions	TBS/PPB-345
former, personnel information files on	PAC/NPR-170
grievances	SRB/OSR-065
incentive awards	TBS/APB-110
insurance benefit programs	TBS/PPB-375
investigation of complaints by	PSC/AIB-010
isolated locations	TBS/PPB-350
pension schemes	TBS/PPB-380
pensions and insurance	TBS/PPB-370
planning	TBS/PPB-330
policy concerning	TBS/PPB-275
relocation	TBS/APB-080
rulings on the status of designated employees	SRB/OSR-080
salaries and wages	SRB/PRB-005
staff relations, statistics and surveys on	TBS/SRB-505
staff relations systems	TBS/SRB-510
storage of former civilian, military, RCMP personnel records	PAC/NPR-165
training policy	TBS/PPB-335
travelling on government business	TBS/APB-090
women, Natives, disabled and visible minorities	TBS/PPB-300
Public service (see also Federal government; Staffing, public service)	
accident and injury acts and regulations	LAB/MSC-025
acts applying to	OCG/PDB-055
administration of pay	DSS/ROS-090
agreements	TBS/SRB-480
arbitral awards	SRB/OSR-090
arbitration, requests for	SRB/OSR-085
arbitration tribunal, questions arising from	SRB/OSR-125
audits of effectiveness	CMP/AUD-025
bargaining agent certification/revocation	SRB/OSR-025
bargaining agents, certification of	SRB/OSR-020
bargaining agents, rights of	SRB/OSR-035
bargaining orgaizations/merger and amalgamation	SRB/OSR-040
bargaining unit certification	TBS/SRB-445
benefits and working conditions	TBS/PPB-385
classification systems for occupational groups	TBS/PPB-415
collective agreements/extension of time	SRB/OSR-095
collective agreements/obligations	SRB/OSR-070
commission policy and operational activities	PSC/EXS-020
committees and councils	TBS/SRB-450
conciliation board, establishment of	SRB/OMD-140
conciliator, request for	SRB/OMD-130
consent to prosecute, applications for	SRB/OSR-105
disputes and strikes	TBS/SRB-465
disputes, resolution of	SRB/OSR-030
employee misconduct	TBS/SRB-460
employers' grievance forms	SRB/OSR-115
employment programs and staffing	TBS/PPB-426
exchange program	PSC/SPB-075
extension of time to perform various actions	SRB/OSR-110

Key Words	CoR No.
Public service (*continued*)	
grievance adjudication	TBS/SRB-440
grievances presented by employees	TBS/SRB-470
health programs	NHW/HAS-225
human rights, administration of	TBS/PPB-340
insurance plan administration	DSS/ROS-080
language training	PSC/LTB-105 TBS/OLB-260
management category policies	PSC/SPB-065
managerial exclusions from bargaining units	SRB/OSR-075
mediator appointment	SRB/OMD-135
occupational and specialities training	PSC/SDB-095
occupational categories, new	SRB/OSR-120
occupational health and safety assistance	TBS/PPB-355
official languages	PSC/SPB-045
operations of Public Service Commission	PWC/PWC-005
organizational issues	TBS/PPB-400
pay administration	DSS/ROS-070
pay system	TBS/PPB-390
payroll deductions	TBS/SRB-485
pension administration	DSS/ROS-075
pensions financial policy	FIN/SPD-360
Personnel Management Manual	TBS/PPB-360
professional development	OCG/PDB-125
quality of work life	TBS/PPB-325
regulations	OCG/PDB-130
review of PSSRB decisions, requests for	SRB/OSR-050
reviews of certain categories	TBS/PPB-427
senior executive development	PSC/SDB-085
senior management and executive controls	TBS/PPB-400
separate employers, information on	TBS/SRB-500
special development programs	PSC/SPB-070
staff development/planning and operations	PSC/SDB-100
staff relations	TBS/SRB-435
staff relations act	TBS/SRB-490
staff relations board powers and duties	SRB/OSR-045
staffing operations	PSC/SPB-030
staffing policies and procedures	PSC/SPB-050
strikes/lawful or unlawful	SRB/OSR-100
supervisory training	PSC/SDB-090
unfair practices, complaints of	SRB/OSR-060
Public Service Staff Relations Act	TBS/SRB-490
Public utilities	
National Capital Region	NCC/DEB-021
Public Utilities Income Tax Transfer Act	FIN/FPR-230
Public works	
accommodation	PWC/PWC-040
buildings and lands	PWC/PWC-045
design and construction	PWC/PWC-025
emergency preparedness	PWC/PWC-010
energy conservation	PWC/PWC-055
fine arts program, federal	PWC/PWC-015
grants to municipalities	PWC/PWC-090
maintenance of federal buildings	PWC/PWC-065
master specifications	PWC/PWC-020
physical security	PWC/PWC-075
project files	PWC/PWC-030
property development	PWC/PWC-050
property inventories	PWC/PWC-060
safety standards	PWC/PWC-070
signs and plaques	PWC/PWC-080
surplus property	PWC/PWC-085

Key Words	CoR No.
Publicity and promotion	
federal government	DSS/HSO-035
human rights	HRC/PPB-030
Publishing industry	
assistance to book publishers	DOC/PPP-250
policies concerning	DOC/ACF-220
statistical records	STC/ECT-190
Purchase and Use of Solar Heating (PUSH)	EMR/CNP-245

Q

Key Words	CoR No.
Quality of working life	
mining communities	EMR/MPS-565
public service	TBS/PPB-325
Quantum electronics	
research	NRC/DMS-461
Quantum microphysics, research in	NRC/DMS-445
Quarantine	
for communicable diseases	NHW/HAS-240
Quarries	
labour market development	EIC/EMP-370
Quebec Savings Bank	
balance-sheet data	BOC/MFA-110
Quebec Savings Bank Act	FIN/IGB-010
Quebec Youth Allowances	
financing	FIN/FPR-215
Queen Elizabeth II Scientists Awards	
medical research	MER/PRO-005
Queen Elizabeth Silver Jubilee Endowment Fund	SSC/OLP-030
Quotas	
farm marketing	FCC/ADM-070

R

Key Words	CoR No.
Race tracks	
pari-mutuel betting/policy	FIN/EDD-480
pari-mutuel betting/regulation	DOA/FPI-180
surveillance of horse races	DOA/FPI-185
surveillance, research on	DOA/FPI-190
Radar and Satellite System	
general information	DOE/AES-375
Radar research and development	DOC/REC-125
Radarsat	EMR/RSB-495
Radiation (see also Radioactive substances)	
dosimetry	NRC/DPH-555
hazards, clinical and consumer	NHW/EHD-210
hazards, environmental	NHW/EHD-205
hazards in the workplace	OHS/TES-025
hazards, occupational	NHW/EHD-200
protection	AEC/DRR-040 AEC/RRB-245
Radio (see also Telecommunications)	
advertising	CRT/BRO-015
advertising that contravenes CRTC policy	CRT/LEG-150
applications for licence/decisions	CRT/SEC-055
applications for licence/interventions	CRT/SEC-050
Canadian content	CRT/BRO-055
communications technology and research	DOC/REC-135
correspondence on programming	CRT/SEC-045
financial returns of licensees	CRT/SEC-065
frequency assignment certification procedures	DOC/SMB-200
frequency assignment criteria	DOC/SMG-210
licensing, planning and control	CRT/SEC-110
marketing analyses	CRT/BRO-035
operational information	CRT/SEC-100
ownership	CRT/BRO-025
policy	FIN/EDD-465
policy and regulations	CRT/BRO-020
political broadcasting	CRT/BRO-010
regulatory policy, development of	DOC/ACP-036
spectrum management	DOC/SMS-195
statistical records	STC/ECT-190
statistics on stations	STC/SER-430
technical briefs concerning new stations	CRT/BRO-030
technical standards and procedures for equipment	DOC/SMG-210
transmission, VLF and EHF	DOC/REC-130
violation of regulations	CRT/LEG-155
Radio astronomy	
reseach	NRC/HIA-360
Radioactive substances (see also Radiation)	
accidents	AEC/DFC-175
Canada Post regulations	AEC/DFC-160
prescribed	AEC/DFC-155
protection from	AEC/RRB-245
research	NRC/DPH-555
transportation of	AEC/DFC-160
waste control	DOE/CAP-295
waste management facilities	AEC/DFC-190
Radioisotope licences	
assessment	NHW/EHD-210
Railway Act	CTC/RTC-050
Railways (see also Transportation)	
annual reports	CTC/RTC-065
audits of regulated	CTC/RTC-060
Branch Line Subsidy Program	CTC/RTC-090
branch subsidy payments	CTC/RTC-100
CN and CP billings to VIA Rail	CTC/RTC-100
costing studies	CTC/RTC-080
costs, specific	CTC/RTC-070
costs, unit	CTC/RTC-075
crossings	CTC/RTC-040
CTC databases	CTC/RTC-085
DRIE involvement	RIE/AMR-410
financial submissions of regulated	CTC/RTC-050
freight-related studies	CTC/RTC-105
grain transportation	CTC/RTC-095
inspections	CTC/RTC-035
marketing of Canadian equipment and systems	RIE/AMR-420
occupational health and safety	LAB/OSH-255
operations	CTC/RTC-020
operations, freight and grain handling	DOT/COD-285
passenger service	DOT/COD-290
policies and programs	DOT/COD-270
policy and planning	RIE/AMR-425

Key Words	CoR No.
Railways (*continued*)	
quality of train service	CTC/RTC-025
rolling stock	CTC/RTC-035
safety	DOT/DRS-295
safety regulations	CTC/RTC-045
signalling and train control	CTC/RTC-040
statistics	STC/TRA-390
technical information	RIE/AMR-415
Uniform Classification of Accounts	CTC/RTC-055
vehicle research	NRC/DME-426
Ravin Bleu Project, Hull	
housing design	CMH/PSO-165
RCMP (Royal Canadian Mounted Police)	
academic training for recruits	CMP/DEP-246
administration	SGC/PSB-015
air detachments	CMP/AIR-100
audit of performance	CMP/AUD-020
co-operation with EIC on security	EIC/SEC-055
co-operation with other countries	CMP/FSD-015
co-ordination of EDP security and standards	CMP/RSV-180
commercial crime	CMP/ECD-046
Commissioner's office	CMP/PRB-035
Commissions of Enquiry	SGC/PSB-005
communications security	CMP/RSV-200
community relations	CMP/OPD-265
complaints against members	CMP/CID-085
computer operations	CMP/RSV-190
computer systems research	CMP/RSV-185
contract policing	CMP/CID-090
customs and excise enforcement program	CMP/CID-050
customs liaison	RCC/CPE-285
Division Staff Relations Program	CMP/COM-010
drug enforcement	CMP/DED-055
EDP systems analysis	CMP/RSV-170
enforcing federal statutes	CMP/CID-085
federal-provincial finances	FIN/FPR-200
firearms and ammunition maintenance	CMP/DEP-255
general detachment work	CMP/OPD-305
history	CMP/PRB-030
information systems management	CMP/RSV-230
Interpol	CMP/CID-080
investigation services	CMP/OPD-295
laboratory services	CMP/LAB-130
network services	CMP/RSV-205
official visitors to Canada	CMP/FSD-015
on native reserves	CMP/OPD-345
operational audits	CMP/AUD-021
operational policy and planning	CMP/CID-065
operational reporting systems	CMP/OPD-260
organized crime intelligence	CMP/CID-075
passport control	CMP/CID-060
pay	DSS/ROS-090
pay administration	DSS/ROS-070
physical training for recruits	CMP/DEP-246
policy and objectives	CMP/COM-005
public relations	CMP/PRB-030
records management	CMP/RSV-225
scientific and technical services	CMP/LAB-135
storage of personnel records	PAC/NPR-165
systems engineering	CMP/RSV-175
telecommunications development and research	CMP/RSV-210
telecommunications engineering	CMP/RSV-215
telecommunications services	CMP/OPD-340
Reactors see Atomic reactors	
Real estate	
appraisal policy/taxation	RCT/PSB-231
appraisals for Veterans Land Administration	VAC/DVA-095
services/federal departments	PWC/PWC-045
Real property see Property	
Rebates	
tax rebate discounting	CCA/BCA-045
Receiver General of Canada	
central accounting	DSS/MOS-145
public money and banking	DSS/MOS-140
Recombinant DNA, research in	NRC/BSC-125
Record of employment	
information bank	EIC/NSB-595
processing of forms	EIC/INS-270
Recording industry	
statistical records	STC/ECT-190
Recreation	
control of equipment	CCA/BCA-075
Gatineau Park	NCC/PAB-031
statistics	STC/ECT-200
Recycling of industrial materials	NRC/DCH-175
Reforestation research	DOA/CFS-645
Reforming Regulation	ECC/PAA-090
Refugees	DEA/JFB-022
Canadian assistance	IDA/MVP-217
policies on admission to Canada	EIC/IMM-125
status requests	EIC/IMM-065
travel documents	DEA/SFB-215
UN High Commissioner	FIN/IFD-665
Regional development	
federal assistance	FIN/EDD-450
incentives	RIE/POL-255
operations	RIE/ORD-305
policy	FIN/EDD-430
policy and initiatives	RIE/ORD-315
policy and programs	RIE/POL-235
urban planning (Ontario-Quebec)	NCC/PLB-062
western	ECC/PAA-050
Regional Development Incentives Act	FIN/EDD-450
Registered Venders Certificates - Fuel Tax Rebate	
applicant information	RCC/EPE-065
Registration	
certificates of	CCA/DRG-170
livestock slaughtering and processing plants	DOA/FPI-080
pesticides	DOA/FPI-130
records, compulsory/1940-46	STC/COP-020
Regulation, impact of	ECC/PAA-090
Regulations	EIC/IMM-070
air	DND/ADO-240
atomic energy control	AEC/PAB-235
bonded carriers	RCC/CPE-265
broadcasting	CRT/SEC-090
consumers	CCA/BPC-130
Department of National Defence	DND/ESD-050
duty-free shops	RCC/CPE-275
excise	RCC/EPE-085
food products	CCA/BCA-010
fur garment making	CCA/BCA-020
health and safety	OHS/TES-035
Made-in-Canada	RCC/CPE-175
non-food products	CCA/BCA-015
passports	EIC/IMM-070
precious metals	CCA/BCA-020

Key Words	CoR No.
Regulations (*continued*)	
products	CCA/BCA-075
rules of origin	RCC/CPE-180
taxation	RCT/LIA-096
telecommunications carriers	CRT/TEL-130
telecommunications, ITU activities in	DOC/PLI-005
textile labelling	CCA/BCA-025
transportation	CTC/SEC-005
urea formaldehyde insulation	CCA/UFF-175
Regulatory reform	
Health and Welfare Canada	NHW/SAP-020
northern Canada	INA/NAP-321
Office of the Co-ordinator	TBS/APB-165
Rehabilitation	
program development	NHW/HSD-290
Rehabilitation International	NRC/DEE-280
Rehabilitation Skills Training Course (RSTC)	CMH/PSO-100
Rehabilitation technology	NRC/DEE-290
Release Minimum Documentation (RMD)	RCC/CPE-355
Relief assistance see Assistance, financial; Assistance, international development	
Religious groups and sects	
RCMP criminal intelligence service	CMP/OPD-280
Remissions	
customs and excise	RCC/CPE-190
Remote Community Demonstration Program (RCDP)	EMR/CNP-245
Remote sensing	
aircraft and equipment	EMR/RSB-475
centre for	EMR/RSB-470
computer systems	EMR/RSB-480
data application services	EMR/RSB-490
extraction techniques	EMR/RSB-485
new sensor research	EMR/RSB-505
research	DOE/AES-310 EMR/DEX-005
satellite data	EMR/RSB-500
Renewable Energy Conversion Assistance Program (RENCAP)	EMR/CNP-245
Renewable energy see Conservation; Energy	
Research	
acoustics	NRC/DPH-510
agricultural commodity market research	DOA/MAE-310
agricultural land	DOA/RER-195
agricultural production, effect of climate on	DOA/RER-200
agriculture	IDR/AFN-005
air quality	DOE/AES-315
aircraft and missile stability	NRC/NAE-500
animal disease	DOA/FPI-005
animal physiology	NRC/BSC-100
art in National Gallery	NMC/NGC-150
art, National Gallery	NMC/NGF-270
atmospheric	DOE/AES-320
atomic energy	AEC/RRB-250
bank notes	BOC/DBO-285
between Canadian and developing countries	IDR/CPD-035
bio-organic chemistry	NRC/PBI-575
biological chemistry	NRC/ARL-050
biomass	NRC/BSC-080
biomass energy	NRC/DEN-300
biomedical and orthopedic engineering	NRC/DEE-280
biotechnology	MER/PRB-035
botanical publications	NMC/NSG-460
broadcasting, grants	CRT/SEC-070

Key Words	CoR No.
Research (*continued*)	
buildings	NRC/TTR-590
calorimetry	NRC/DMS-450
Canadian Forces	DND/RDB-725
career investigators program/medicine	MER/PRB-055
cell biophysics	NRC/BSC-090
centennial fellowships	MER/PRB-070
cereal grains	DOA/CGC-575
chemistry, analytical	NRC/DCH-170
chemistry, theoretical	NRC/DCH-240
coastal and offshore engineering	NRC/DME-415
commercial law	LRC/LRS-055
community and building standards	CMH/PDR-195
computerized manufacturing	NRC/DME-430
condensed matter theory	NRC/DMS-440
consulting and professional services, federal	TBS/APB-060
corporate affairs	CCA/BPC-145
court evidence	LRC/LRS-040
criminal law	LRC/LRS-015 LRC/LRS-020
criminal law/trial procedure	LRC/LRS-025
crystal defects	NRC/DPH-550
curators' files, natural sciences	NMC/NSG-455
defence products	DEA/TFB-045
dielectric	NRC/DEE-285
drug, alcohol and tobacco abuse	NHW/HPD-330
earth sciences	EMR/DEX-005 EMR/DEX-010
Employment and Immigration	EIC/SPP-630
energy	EMR/DEX-040 EMR/RDO-545 NRC/DEE-285 NRC/DEN-295
energy and mineral resources	EMR/DEX-005
energy, consumer protection	CCA/BPC-130
energy tasks and programs	EMR/RDO-550
energy technology	EMR/CAB-460
engineering gas dynamics	NRC/DME-410
environmental	DOE/AES-310
environmental protection	EMR/CGA-075
explosives, energy and minerals	EMR/CAB-450
expropriation powers, federal	LRC/LRS-050
family law	LRC/LRS-045
farm management	FCC/ADM-040
farming	FCC/ADM-050
fibre optics	DOC/REC-140
film technology	NFB/SED-055
fish habitat	DFO/PFF-020
fisheries	DFO/AFS-010
food nutritional quality	NHW/FDI-120
forest and plant ecology	DOA/CFS-680
forest fires	DOA/CFS-665
forest pests and disease	DOA/CFS-670
forestry	DOA/CFS-635 DOA/CFS-675
fuel and lubricants	NRC/DME-405
fusion energy	NRC/DEN-305
geodynamics	EMR/PHB-325
geology	EMR/GSC-355
geomagnetism	EMR/PHB-330
geothermics	EMR/PHB-335
gravity	EMR/PHB-340
health	NHW/ERD-335 NHW/PPI-085 STC/HLT-115
health sciences	IDR/HSD-025

Key Words	CoR No.
Research (*continued*)	
health sciences fellowships	MER/PRB-075
health sciences graduate awards	MER/PRB-080
health sciences/workshops	MER/PRB-112
heat pumps	NRC/DEN-320
high atmospheric vehicles	DOE/AES-325
high energy physics	NRC/DPH-525
housing	CMH/PDR-180
housing/grants	CMH/PDR-185
hydrogen energy	NRC/DEN-325
immunochemistry	NRC/BSC-110
immunology	NRC/BSC-110
immunology in animals	NRC/BSC-075
income and employment	NHW/PPI-080
industrial and corporate/investment	ICA/IRP-255
information communications technology	DOC/REI-150
information systems	IDR/ISD-010
infrastructure and equipment grants	SER/GSA-020
international development, databases	IDR/ISD-015 IDR/ISD-020
invertebrate zoology	NMC/NSD-385
journals	NRC/TTR-735
labour law	LRC/LRS-060
labour policy	LAB/LDB-165
labour safety statistics	LAB/OSH-245
land use	DOE/CAP-160
laser and plasma physics	NRC/DPH-530
law	LRC/LRS-005
lightning	NRC/DEE-285
low temperatures	NRC/DME-420
mammals	DOE/CAP-130
marine biosciences	NRC/ARL-045
mechanical technologies	NRC/DME-430
medical	MER/PRB-030
medical equipment grants	MER/PRB-020
medical facility maintenance grants	MER/PRB-025
medical-related fields	MER/PPD-115
medical/children's diseases	MER/PRO-005
medical/dyskinesia and torticollis	MER/PRB-111
medical/general grants	MER/PRB-045
medical/grants	MER/PRB-050
medical/operating grants	MER/PRB-010
medical/program grants	MER/PRB-015
metallurgical chemistry	NRC/ARL-055
metals and alloys, electronic structure of	NRC/DMS-450
metric conversion	CCA/BPC-160
microbiology	NRC/ARL-060 NRC/BSC-080
microscopy	NRC/DMS-460
military law	LRC/LRS-035
minerals technology	EMR/CAB-465
molecular biochemistry	NRC/BSC-115
molecular biophysics	NRC/BSC-120
molecular genetics	NRC/BSC-125
monetary policy	BOC/SEC-070
Museum of Man	NMC/MCC-545 NMC/MMA-485 NMC/MMA-490 NMC/MMB-515 NMC/MMD-575 NMC/MME-605 NMC/MMF-635 NMC/MMG-665
natural sciences	NMC/NSE-410 NMC/NSF-430
NRC contracts, administration of	NRC/PAS-745

Key Words	CoR No.
Research (*continued*)	
NSERC grants	SER/GSA-015
oceanography	DFO/OSS-075
office automation	DOC/REI-190
oil and gas exploration	INA/NAP-326
oilseeds	DOA/CGC-575
optics	NRC/DPH-540
opto-electronics	DOC/REC-140
peat	NRC/DEN-330
perinatology	MER/PRB-040
photogrammetric	NRC/DPH-545
photographic reproduction, art	NMC/NGD-170
photonics	DOC/REC-140
planetary sciences	NRC/HIA-355
policy and planning, NRC	NRC/EXE-015
policy of conservation of artifacts	NMC/MMG-660
prison inmates' medical, psychiatric, psychological problems	CPS/SDC-145
program administration/NSERC	SER/GSA-040
public opinion of federal programs	DSS/CUI-195
quantum electronics and laser technology	NRC/DMS-461
quantum microphysics	NRC/DMS-445
race track surveillance	DOA/FPI-190
radar, international collaboration on	DOC/REC-125
radar systems and performance	DOC/REC-125
radio astronomy	NRC/HIA-360
radio communications technology	DOC/REC-135
radioactivity	NRC/DPH-555
reforestation	DOA/CFS-645
remote sensing	EMR/RSB-470 EMR/RSB-480
remote sensing extraction techniques	EMR/RSB-485
remote sensing techniques	EMR/RSB-500
remote sensors	EMR/RSB-505
requirements surveys	MER/PPD-120
role of law in area of life and death	LRC/LRS-065
satellite payload sub-systems development	DOC/DGI-086
scholarships/health science	MER/PRB-065
science and engineering/grants	SER/GSA-035
science and engineering/university-industry	SER/GSA-030
science and technology	SCC/RES-005
science engineering awards/individuals	SER/GSA-025
seed forestation	DOA/CFS-640
sentencing (law)	LRC/LRS-030
social issues	NHW/PPI-076
social sciences	IDR/SSD-030
solar systems	NRC/DEN-310
space communications systems and sub-systems	DOC/RES-170
space electronics	DOC/RES-165
space industry	DOC/RES-160
space physics	NRC/HIA-365
space science instruments	NRC/DSP-150
space technology	DOC/RES-180
spacecraft design and development	DOC/RES-175
spectroscopy	NRC/HIA-370
standards of measurement	NRC/DPH-515
storage of fruit and vegetables	NRC/BSC-080
structures and materials	NRC/NAE-490
tariffs and trade	TBD/REF-005
taxation audit	RCT/PSB-216
taxation/non-compliance	RCT/PSB-201
tides	NRC/DME-415
time-series analysis	STC/TSR-560
transportation	DOT/RDD-040
travel grants/health sciences	MER/PRB-113

Key Words	CoR No.
Research (***continued***)	
tree orchards and production areas	DOA/CFS-640
tribology (friction wear and lubrication)	NRC/DME-430
U.S. National Institute of Health international fellowships	MER/PRB-110
vehicle dynamics	NRC/DME-426
visiting scientist awards	MER/PRB-100
water management	DOE/CAP-205
waves	NRC/DME-415
weather forecasting	DOE/AES-400
wildlife	DOE/CAP-150
wind energy	NRC/DEN-315
X-ray crystallography	NRC/BSC-130
Research Agreements Program (RAP)	
EMR	EMR/DEX-010
Research council	
data processing services	NRC/FIN-740
decisions	NRC/EXE-010
general information	NRC/GEN-750
membership, committees and boards	NRC/EXE-010
Research Scientist, Distinguished	NRC/HIA-345
Reservoirs, water	
southwest Saskatchewan	DOA/PFA-530
Residence, requests for Canadian	EIC/IMM-065
Residential Rehabilitation Assistance Program (RRAP)	CMH/PSO-090
monitoring	CMH/PSO-170
Resource geophysics and geochemistry	
management and operations	EMR/GSC-375
Resource industries	
trade relations and policies	DEA/EFB-105
Resource inventories, natural	
international aid	IDA/RVP-775
Resource management	
general	RIE/RHB-280
Resource processing industries	RIE/RPI-070
Resources	
financial policy	FIN/ERP-425
forests, socioeconomic development of	DOA/CFS-685
health and safety sources and research	OHS/ISS-005
non-renewable/development in the north	INA/NAP-311
Restoration and Conservation Laboratory	NMC/NGA-100
Restoration services	
National Gallery	NMC/NGD-195
Restricted weapons registration certificates	CMP/IDD-110
Retail prices	
statistics	STC/PRI-415
Retail trade	
statistics	STC/IND-375
Retailing, internal	
federal government	DSS/ROS-060
Retirement income funds	
taxation/amendments	RCT/LIA-051
Retirement savings plans	
taxation/amendments	RCT/LIA-051
Revelstoke Project	
housing	CMH/PDR-235
Rideau Canal	
maintenance	NCC/DEB-023
Rideau Hall	
maintenance	NCC/DEB-023
River basin planning	
implementation	DOE/CAP-195
information	DOE/CAP-190

Key Words	CoR No.
Road safety	
research and regulation	DOT/DTS-275
Road transport	
statistics	STC/TRA-400
Roadcruiser Bus Service, Newfoundland	CTC/MVT-265
Roads	
planning and policy/territories	INA/NAP-301
Robotics research	NRC/DEE-255
phototonics and sensors	NRC/DEE-270
Rock paintings and petroglyphs	
preservation and study	NMC/CMS-005
Rockets, scientific	NRC/DSP-155
Rockliffe STOL Project	DOE/AES-350
Royal Canadian Mounted Police see RCMP	
Royal Prerogative of Mercy	
enquiries and investigations	NPB/NPB-020
Royal visits	SSC/CCP-040
security	CMP/OPD-315
Rubber industry	
records	STC/IND-335
Rules of origin	
imports	RCC/CPE-180
Rulings and appeals	
tariff classifications	RCC/CPE-170
Rural and Native Housing Agreements	CMH/GCC-010
Rural and Native Housing Program	CMH/PSO-065
Rural Residential Rehabilitation Assistance Program (RRAP)	CMH/PSO-065
Rwanda	
Canadian aid	IDA/BFD-640

S

Key Words	CoR No.
Sabotage	SIS/DDS-010
Safety see Health and safety; Occupational health and safety	
St. Lawrence Project, Toronto	
housing design	CMH/PSO-165
St. Lawrence River	
pilotage services	LPA/OPR-005
St. Lawrence Seaway	
bridges	SLS/OMB-065
	SLS/SIB-120
bridges and tunnels	SLS/[illegible]SB-065
canals	SLS[illegible]SB-080
	SLS/OMB-080
Champlain Bridge	SLS/JCB-130
concrete control	SLS/EMW-105
construction	SLS/ESB-090
	SLS/ESB-110
design	SLS/ESB-085
electric plants (Eastern Region)	SLS/EME-055
electric plants (Western Region)	SLS/EMW-055
engineering information	SLS/ESB-075
hydraulics	SLS/OMB-015
ice research	SLS/OMB-010
Jacques Cartier Bridge	SLS/JCB-125
locks	SLS/ESB-070
	SLS/OMB-070
navigation	SLS/OMB-010
operations (Eastern Region)	SLS/ODE-045
operations (Western Region)	SLS/ODW-045
relocation of services and utilities	SLS/ESB-060
river basin planning	DOE/CAP-190

Key Words	CoR No.
St. Lawrence Seaway *(continued)*	
security	SLS/CPB-005
soil mechanics	SLS/EMW-100
telecommunications (Eastern Region)	SLS/ODE-040
telecommunications (Western Region)	SLS/ODW-040
tolls	SLS/FAB-020
traffic	SLS/FAB-020
traffic control (Eastern Region)	SLS/ODE-050
traffic control (Western Region)	SLS/ODW-050
traffic invoices	SLS/FAR-030
traffic pre-clearance forms	SLS/FAR-035
transit declaration forms	SLS/FAB-025
waterway information	DOT/MAW-165
Welland Canal Twinning Project	SLS/EMW-115
St. Lawrence Waterway Project	NRC/DME-415
St. Mary and Bow River irrigation projects	DOA/PFA-535
St. Pierre Street Project, Montreal	
housing	CMH/PDR-235
Salaries and wages (standard class of records)	
see institution identifier with 925, if available, in chapter concerning relevant institution	
Sales	
multiple-unit housing	CMH/ISO-150
prison inmates' products	CPS/IND-200
public housing	CMH/ISO-145
single and condominium housing	CMH/ISO-155
Sales tax (see also Duties and taxes; Excise tax; Taxes)	
bulk permits	RCC/EPE-060
regulations and remissions	RCC/EPE-085
rulings	RCC/EPE-035
Salmonid Enhancement Program	DFO/PFF-035
Sao-Tome-Principe	
Canadian aid	IDA/BFD-685
Satellite Data Laboratory Operations	DOE/AES-330
Satellite meteorology	
information	DOE/AES-365
Satellite Prime Contractor Development Program	DOC/DGI-086
Satellites (see also Telecommunications)	
activity reports	DOE/AES-370
and astronomical observatories	EMR/PHB-325
atmospheric research and development	DOE/AES-325
broadcasting and social applications	DOC/ACP-041
communications research and development	DOC/RES-160
data	EMR/RSB-500
data verification	DOE/AES-340
general programs	DOE/AES-380
international communications	FIN/IFD-650
policy	FIN/EDD-465
projects	NRC/DSP-145
research and development	DOC/DGI-086
research contracts for systems	DOE/AES-335
system and radar	DOE/AES-375
testing	DOC/RES-182
Scholarships see Assistance, financial	
School loans program	
Museum of Natural Sciences	NMC/NSA-320
Museum of Man	NMC/MMA-495

Key Words	CoR No.
Science	
Atlantic Research Laboratory	NRC/ARL-040
grants/northern research	INA/NAP-211
international exchanges	NRC/EXE-025
northern laboratories	INA/NAP-216
numeric databases	NRC/TTR-700
policy	NRC/EXE-010
policy development	FIN/EDD-460
research grants	SER/GSA-015
statistics	STC/SCT-465
technological assessment of industry	RIE/OII-145
Science and engineering	
research awards	SER/GSA-025
research development grants	SER/GSA-035
research infrastructure grants	SER/GSA-020
research support/NSERC	SER/GSA-040
university-industry program	SER/GSA-030
Science and technology	
administrative activities/MOSST	MST/MST-020
biotechnology	MST/MST-009
buildings and properties/MOSST	MST/MST-025
co-operation, international	MST/MST-008
communications activities/MOSST	MST/MST-010
contracts/MOSST	MST/MST-030
energy and mineral resources	EMR/DEX-005
equipment and supplies/MOSST	MST/MST-030
financial activities/MOSST	MST/MST-035
innovation	MST/MST-006
Ministry of State for Science and Technology/activities	MST/MST-005
personnel management/MOSST	MST/MST-040
policy	MST/MST-007
research	IDR/ISD-010 SCC/RES-005
space and communications industries	DEA/TFB-050
Scientific analysis services	
Atlantic Research Laboratory	NRC/ARL-040
Search and rescue	
Coast Guard	DOT/MSR-185
DND	DND/ADO-275
Seasonal workers	
Caribbean	EIC/EMP-365
Mexican	EIC/EMP-365
Seaway International Bridge Corporation	SLS/SIB-120
Seaway see St. Lawrence Seaway	
Seaweed Culture Station	NRC/ARL-035
Second World War Campaign Stars	
issue and replacement	VAC/DVA-005
Securities (see also Bonds; Canada Savings Bonds)	
American markets	BOC/MFA-145
Bank of Canada custodial responsibilities to clients	BOC/COM-345
banks	FIN/IGB-035
federal/information on finishing, inventory and distribution	BOC/DBO-300
market analysis	BOC/SEC-030
market strategy	BOC/SEC-070
market/interest rates	BOC/MFA-130
market/volume of transactions	BOC/SEC-020

Key Words	CoR No.
Security	
administration of programs	SIS/DDS-025
airports	DOT/DAX-120
assessment programs	SIS/DDS-005
Canadian posts in Ottawa and abroad	DEA/IFB-140
communications	SIS/DDS-015
communications electronic	DOC/SCS-280
computer installations/federal	CMP/TSD-166
contingency planning and co-ordination	SGC/PSB-020
co-operation with RCMP	EIC/SEC-055
CSIS investigations	SIS/DDS-030
designated Canadians and property	CMP/PRO-158
detection devices for prohibited goods	RCC/CPE-300
electronics equipment/Correctional Service Canada	CPS/TSB-035
engineering, equipment and structures	CMP/TSD-160
equipment and engineering	CMP/OPD-320
federal buildings	PWC/PWC-075
government contracts	DSS/FAS-105
Governor General	CMP/OPD-315
human sources of information	SIS/DDS-020
identification services	CMP/OPD-335
information and documents	CPS/PSD-420
intelligence committees	SGC/PSB-030
national	DEA/IFB-140
national and international events	CMP/PRO-156
nuclear facilities	AEC/DFC-140
penal institutions	CPS/SBR-345
penal institutions/equipment	CPS/OSD-375
penal institutions/operations	CPS/OSD-350
personnel clearance	CPS/PSD-415
policy and research	SIS/DDS-035
policy, federal	SGC/PSB-040
policy guidelines and documentation, EIC	EIC/SEC-055
potential threats to internal	SGC/PSB-035
preventive/Correctional Service Canada	CPS/PSD-400
Prime Minister and family	CMP/OPD-315
RCMP communications	CMP/RSV-200
Royal visits	CMP/OPD-315
St. Lawrence Seaway	SLS/CPB-005
screening for federal departments	CMP/IDD-105
screenings of visitors to Canada	EIC/IMM-095
surveys and reviews/Correctional Service Canada	CPS/OSD-380
systems to protect federal holdings	CMP/TSD-165
systems/federal holdings	CMP/OPD-325
threats to national	SIS/DDS-010
VIPs	CMP/OPD-315 CMP/PRO-151
Security Service, RCMP	
operational audits	CMP/AUD-021
Sedimentary and petroleum geology	
activities, management and operations	EMR/GSC-395
Seed forestation	
research	DOA/CFS-640
Seed potatoes	
guidelines, specifications, standards	DOA/FPI-120
import and export control and certification	DOA/FPI-125
inspection, testing, certification	DOA/FPI-115
Seeds	
evaluation of new varieties for licensing	DOA/FPI-110
inventory, import, export information	DOA/FPI-095
quality, packaging and labelling standards	DOA/FPI-105
quality standards, enforcement of	DOA/FPI-100

Key Words	CoR No.
Seismology	
monitoring of earthquakes	EMR/PHB-345
Seizure of goods	
adjudication	RCC/CPE-250
Self-government	
native peoples	INA/SGP-006
Senegal	
Canadian aid	IDA/BFD-590
Seniors	
care facilities, building standards	CMH/PDR-195
New Horizons program	NHW/NHD-400
older workers	EIC/EMP-480
quality of life	NHW/NCW-095
Sensors	
research and development	EMR/RSB-505
Service industries	
development of	RIE/SEI-405
DRIE involvement with	RIE/SEI-390
labour market development	EIC/EMP-375
statistics	STC/SER-425
Settlement	
immigrant, policy on assistance	EIC/IMM-130
programs, policy on	EIC/IMM-125
Sexual harassment	ASW/RES-015
Shipping Conferences Exemption Act	CTC/WTC-200
Ships and shipping	
air cushion vehicles	DOT/MSS-240
Canadian government	DOT/MFS-180
cargo handling	DOT/MSS-195
control	DOT/MSS-210
design, construction, purchase	DFO/FAA-090
harbours and ports	DOT/MPH-135
management, operation, charter	DFO/OSS-085
management/federal government	DSS/HSO-020
marine casualties	DOT/MCI-150
measuring and surveying	DOT/MSS-245
navigation and seamanship	DOT/MSS-205
officers and seamen, qualifications of	DOT/MSS-200
registration and licensing of ships	DOT/MSS-215
safety inspection/dangerous goods	DOT/MSS-230
safety inspections	DOT/MSS-235
St. Lawrence Seaway	SLS/OMB-010
ships' appliances and equipment	DOT/MSS-225
small vessel inspection	DOT/MSS-220
statistics	STC/TRA-405
traffic control (Eastern Seaway)	SLS/ODE-050
traffic control (Western Seaway)	SLS/ODW-050
traffic invoices	SLS/FAR-030
water pollution, prevention of	DOT/MSS-250
wharves	DOT/MPH-140
Showcase herds, maintenance of	DOA/RDB-435
Shuttle spacelab experiment	NRC/HIA-355
Sierra Leone	
Canadian aid	IDA/BCD-495
Sign-language services	SSC/OLP-015
Signs and plaques	
federal	PWC/PWC-080
Silver and gold	
market practices	BOC/INT-205
refinery sales	RCM/BRS-020
Silver Memorial Cross	
issue and replacement	VAC/DVA-005
Silviculture and harvesting	DOA/CFS-660
SIN see Social Insurance Numbers	

Key Words	CoR No.
Single-unit housing	
sale of repossessed	CMH/ISO-155
Sire Loan Programs	DOA/RDB-440
Skill Investment Program	
policy and correspondence	EIC/CJS-292
Skill Shortages Program	
policy and correspondence	EIC/CJS-298
Skills Growth Fund	EIC/CJS-330
Skim milk powder	
used as animal feed	CDC/MOP-095
Small Area Database	STC/SAD-555
Small business	
economic development	FIN/EDD-435
special projects/DRIE	RIE/ISP-175
Small Business Information Service	BDB/MTS-060
Small Business Secretariat	RIE/SBS-490
Small Loans Act	
market structure	CCA/BPC-135
Smog, photochemical, research in	NRC/DCH-200
Smuggling control	
commodity information	RCC/CPE-155
excise	RCC/EPE-135
offences	CMP/OPD-275
Snow removal	
National Capital Region	NCC/DEB-023
Social and economic studies	
statistics	STC/SES-285
Social development	
Indians	INA/ISP-046
Social housing	
federal-provincial	CMH/GCC-045
Social Insurance Numbers	
application for	EIC/NSB-585
development of controls for	EIC/INS-235
release or exchange of information	EIC/NSB-590
systems supporting administration of program	EIC/SYS-540
Social issues	
international relations	NHW/IIA-045
research	NHW/PPI-076
Social legislation	EIC/SEC-035
Social policies	
development	FIN/SPD-291
Social sciences and humanities	
advisory academic panel/SSHRC	SHR/ODG-030
aid to learned journals	SHR/IRC-125
attendance grants to scholarly associations	SHR/IRC-140
Bora Laskin fellowship	SHR/FEL-240
Canadian studies research tools	SHR/STR-085
children and the family	SHR/STR-075
committees/SSHRC	SHR/SEC-010
doctoral fellowships	SHR/FEL-220
editorial grants	SHR/RES-050
electronic data on grant applicants	SHR/FEL-250 SHR/IRC-205 SHR/RES-065 SHR/STR-120
evaluation of Council programs	SHR/EVA-020
exchange programs, grants for	SHR/IRC-190
grant applicants	SHR/RES-035 SHR/RES-040
grants on behalf of research teams	SHR/RES-045
innovative scholarly publishing, funding of	SHR/IRC-150
international collaborative, grant for	SHR/IRC-165
international congresses, grants for	SHR/IRC-175
international secretariats in Canada, aid to	SHR/IRC-170
Social sciences and humanities (*continued*)	
Jules and Gabrielle Léger Fellowship	SHR/FEL-230
library services	NLC/PSB-110
M.A. scholarships	SHR/FEL-225
management development, grants for	SHR/STR-100
management of an organization, grants for	SHR/STR-105
population aging, grants for studies in	SHR/STR-070
postdoctoral fellowships	SHR/FEL-215
program and policy information/SSHRC	SHR/INF-015
program planning committees/SSHRC	SHR/FEL-240 SHR/IRC-200 SHR/RES-060 SHR/STR-115
program statistics/SSHRC	SHR/EVA-025
records and meetings/SSHRC	SHR/SEC-005
research	IDR/SSD-030
scholarly associations, aid to	SHR/IRC-135
scholarly conferences, aid to	SHR/IRC-130
scholarly publishing, grants for	SHR/IRC-145
science and technology, grants in	SHR/STR-110
small universities, grants to	SHR/STR-090
special international projects, grants for	SHR/IRC-195
travel grants	SHR/RES-055
travel grants for international conferences	SHR/IRC-155
travel grants for international representation	SHR/IRC-160
university library collections, grants to improve	SHR/STR-095
women and work	SHR/STR-080
Social security see Income security programs	
Social services	
native peoples in the north	INA/NAP-176
policy development and information	NHW/SDD-405
Social statistics	STC/HFS-025 STC/HFS-027
Society for World-wide Inter-bank Financial Telecommunications (SWIFT)	BOC/MFA-165
Socioeconomic data	STC/STA-295
census	NHW/PPI-075
national parks	DOE/PKS-015
research databases	IDR/ISD-015
resource framework models	STC/STA-290
services	RIE/POL-230
statistics	STC/SAD-555
Yukon and Northwest Territories	INA/NAP-271
Soil	
conservation on the prairies	DOA/PFA-560
research in fungi and lichens	NRC/ARL-060
Soil mechanics	
St. Lawrence Seaway	SLS/EMW-100
Solar energy	
programs	EMR/CNP-245
research	NRC/DEN-310
Solar heating	
design assistance	CMH/PSO-165
Solar observing programs	NRC/HIA-340
Solar Purchase Program	NRC/DEN-310
Solar radio noise	NRC/HIA-340
Somalia	
Canadian aid	IDA/BCD-500
Sound and video	
recording	NFB/SED-040
South Africa	
Canadian aid	IDA/BCD-505

Key Words	CoR No.
South East Asia, association of nations	
Canadian aid	IDA/BSD-310
South Pacific	
Canadian aid	IDA/BSD-315 IDA/MVP-210
South Saskatchewan River Project	DOA/PFA-525
South Shore Canal see St. Lawrence Seaway	SLS/ESB-080
Space	
Canadian activities	MST/MST-015
communications systems, research and development	DOC/RES-170
electronics, research and development	DOC/RES-165
physics research	NRC/HIA-365
radar technologies	EMR/RSB-495
research	NRC/DSP-145
research facilities	NRC/DSP-155 NRC/DSP-161
science instruments	NRC/DSP-150
support of science community	NRC/DSP-160
technology research and development	DOC/RES-180
Space Industry	
aerospace, general	RIE/ELA-130
environmental test facilities	DOC/RES-182
planning and support	DOC/DGI-111
research and development	DOC/RES-160
telecommunications development	DOC/RES-181
Space Science Evaluation and Planning Group (SSEPG)	NRC/DSP-145
Space Station Feasibility Study Program	NRC/DSP-495
Space Technology Program Office	NRC/DSP-495
Spacecraft	
design and development	DOC/RES-175
test techniques	DOC/RES-182
Spar-Embratel satellite training contract	DOC/DGI-086
Special Development Loan Fund	FIN/SPD-295
Special Import Measures Act	FIN/IER-590
Special Projects Demonstration Program	EMR/CNP-245
Spectroscopic research	NRC/HIA-370
Spectrum management, radio	DOC/SMS-195
Spherical agglomeration, research in	NRC/DCH-175
Sponsorship	
policy on refugees	EIC/IMM-125
Sports	
amateur/advisory council operations	NHW/FAS-430
amateur/financial and technical support	NHW/FAS-415
amateur/support programs	NHw/FAS-425
equipment/product control	CCA/BCA-075
international	DEA/BCB-160
Spouses Allowance	
financial policy	FIN/SPD-375
Sri Lanka	
Canadian aid	IDA/BSD-285
Stabilization and Support Crop Insurance	FIN/EDD-490
Staff relations (standard class of records)	
see institution identifier with 926, if available, in chapter concerning relevant institution	

Key Words	CoR No.
Staffing, public service (see also Public service)	
anti-discrimination	PSC/AIB-015
appeals	PSC/AIB-005
audits	PSC/AUD-025
Career Assignment Program	PSC/SPB-070
correctional programs	SGC/POL-070
enquiries, NRC	NRC/EXE-005
Interchange Canada Program	PSC/SPB-075
international assignments	PSC/SPB-080
investigations	PSC/PIB-010
management category	PSC/SPB-065
native people	PSC/SPB-040
policies and procedures	PSC/SPB-050
records	PSC/EXS-020
recruitment, referral, appointments	PSC/SPB-030
Standard industrial classification	CCA/BCP-115
Standards	
broadcasting equipment	DOC/SMB-200
certification systems	SDC/EIB-020
classifications and concepts	STC/STD-535
community and building	CMH/PDR-195
conformity of	SDC/NSB-010
Council activities	SDC/NSB-015
council financial records	SDC/AFB-040
Council public relations	SDC/EIB-025
dairy products	DOA/FPI-045
documentation of museum collections	NMC/NPG-065
electrical current measurement	NRC/DPH-515
electricity and gas	CCA/BCA-055
electrotechnical	SDC/ISB-035
federal government products control	DSS/HSO-040
fruit and vegetables	DOA/FPI-045
housing construction	CMH/PSO-170
international	SDC/ISB-030
international, metrology	CCA/BCA-065
laser frequency	NRC/DPH-535
length measurement	NRC/DPH-535
livestock and poultry products	DOA/FPI-030
mass measurement	NRC/DPH-535
meat products	DOA/FPI-085
meat products, compliance with	DOA/FPI-090
metering, measurements, metric conversion	CCA/BCA-050
national, regional, foreign	SDC/EIB-020
NCC projects	NCC/DEB-022
product safety	CCA/BCA-070
publications and audio-visual material	SDC/EIB-025
seed potatoes	DOA/FPI-120
seeds	DOA/FPI-100 DOA/FPI-105
telecommunications, ITU activities in	DOC/PLI-005
temperature and thermometry	NRC/DPH-520
textile labelling	CCA/BCA-025
time measurement	NRC/DPH-515
weights and measures	CCA/BCA-060
State ceremonial activities	SSC/CCP-040
State visits	
to Canada	DEA/XDX-005

Key Words	CoR No.
Statistics (see also Surveys)	
accidents in the workforce	OHS/TES-030
accounts, national	STC/NAC-225
agricultural trade	DOA/MAE-305
agriculture	FCC/ADM-045 STC/AGR-445 STC/AGR-450
air transport	STC/TRA-395
balance of payments	BOC/INT-245 BOC/INT-250 BOC/INT-255 BOC/INT-265 STC/IFE-260
birth	STC/HLT-095
broadcasting	CRT/SEC-085
broadcasting and cable industry	CRT/SEC-095
building permits	STC/SCT-480
business	STC/IFE-255
business activities	BDB/MTS-050
business and trade, field operations	STC/BTS-305
business loans	BDB/FLS-035
Canadian society	STC/HFS-027
capital expenditures in construction	STC/SCT-475
capital stock	STC/SCT-470
collective agreements	LAB/LDB-160
communications	STC/SER-430
construction industry	STC/IND-370
correctional services	STC/CCJ-125
criminal courts	STC/CCJ-130
cultural activities	STC/ECT-195
cultural industries	STC/ECT-190
cultural institutions	STC/ECT-185
data publication	STC/CMN-570
database services/DRIE	RIE/POL-230
deaths	STC/HLT-095
diseases	STC/HLT-095
divorce	JUS/ADB-040 STC/HLT-095
domestic financing	BOC/SEC-055
economy	STC/IFE-245
education, elementary and secondary	STC/ECT-165
education, postsecondary	STC/ECT-170
educational finance	STC/ECT-175
electrical equipment	STC/IND-350
electricity and mineral fuels	STC/IND-315
employment and earnings	STC/LAB-075
energy	EMR/EPS-180
energy balances	STC/INO-270
exports and imports	STC/INT-410
family	STC/HFS-025 STC/HFS-026
family courts	STC/CCJ-145
family expenditures	STC/HLD-045
farm economy	FCC/ADM-055
farm income and prices	STC/AGR-455
farm products marketing	FPM/FPM-010
federal government	STC/PUI-220
federal government collection	STC/FCG-539
financial markets	BOC/SEC-030
financial/farming	FCC/ADM-075
fisheries	DFO/FFM-110
food, beverage and tobacco industries	STC/IND-320
foreign financing	BOC/SEC-060
forestry and forest products	DOA/CFS-625
geography	STC/GEO-520
government expenditures on culture	STC/ECT-205

Key Words	CoR No.
Statistics (*continued*)	
Gross National Product	STC/GNP-235
health and social security	STC/HLT-120
health and welfare	NHW/ISP-345
health manpower	STC/HLT-090
health sciences	MER/PPD-120
help-wanted	STC/LAB-076
homicides	STC/CCJ-135
hospital operations	STC/HLT-085
household facilities and equipment	STC/HLD-050
housing	CMH/PDR-230 STC/HFS-025
housing starts	STC/SCT-480
industrial operations in penal institutions	CPS/IND-210
industrial output	STC/IMA-240
industrial prices	STC/PRI-420
institutional care	STC/HLT-080
institutions	STC/SIL-010
interest rates	BOC/MFA-130
internal production	STC/HOP-595
international aid	IDA/YVP-070
international economy and finance	FIN/IFD-610
international travel	STC/IFE-250
investment dealers, Canadian	BOC/SEC-025
labour	STC/SIL-010
labour force/market	LAB/EIR-125
labour income	STC/LAB-078
labour/women	LAB/WEA-020
leather industry	STC/IND-325
legal aid	STC/CCJ-160
livestock and animal products	STC/AGR-460
logging	STC/IND-385
machinery and transportation equipment	STC/IND-345
manufactured metals	STC/IND-365
manufacturing; shipments, inventories and orders	STC/IND-310
marine casualties	DOT/MCI-150
marriages	STC/HLT-095
medical	STC/HLT-080
miscellaneous manufacturing	STC/IND-340
mortgage defaults/arrears	CMH/ISO-120
municipal governments	STC/PUI-210
national accounts	STC/GNP-220 STC/NAD-230
native peoples	INA/ISP-051
occupational health and safety	LAB/OSH-245
paper products and printing	STC/IND-360
pensions	STC/LAB-065
persons entering Canada	EIC/IMM-115
plastics, rubber and chemical industries	STC/IND-335
population	STC/DEM-030 STC/POS-280
port traffic	CPO/COR-020
projections and analysis, education	STC/ECT-180
provincial governments	STC/PUI-215
publication production	STC/PUB-575
regional planning/internal	STC/REP-590
retail prices	STC/PRI-415
retail trade	STC/IND-375
St. Lawrence shipping	SLS/FAB-020
science	STC/SCT-465
service trade	STC/SER-425
services/Revenue Canada, Taxation	RCT/LIA-111
Small Area Database	STC/SAD-555
small businesses	BDB/MTS-060

Key Words	CoR No.
Statistics (*continued*)	
social	STC/HFS-025 STC/SIL-010
social and economic studies	STC/SES-285
social security programs	STC/HLT-100
socio-legal affairs	JUS/PPR-030
surveys relating to EIC programs	EIC/SPP-625
tax	FIN/TPL-705
taxation operations	RCT/LIA-106
taxation program result/production	RCT/CCD-006
textile and apparel industry	STC/IND-330
tourism	STC/NTD-008
transport, rail	STC/TRA-390
transport, road	STC/TRA-400
transport, water	STC/TRA-405
travel and tourism	STC/ECT-200
unemployment insurance	STC/LAB-070
wholesale trade	STC/IND-380
wood and furniture products	STC/IND-355
work-related time-loss injuries	STC/LAB-077
Status of Disabled Persons Secretariat	SSC/CCP-080
Status of women	
assistance to voluntary groups	SSC/CCP-055
market structure	CCA/BPC-135
Statutes, federal	
general enforcement of	CMP/OPD-305
infractions against, prosecutions	JUS/CLB-005
Steam rebuild programs	AEC/DRR-050
Stock exchanges	BOC/SEC-010
Stocks and bonds	
statistics, analysis	BOC/SEC-030
Stockyards	
supervision of livestock trade	DOA/RDB-460
STOL ports	DOT/AAG-085
Stolen property	CMP/IDD-115
Strategic controls and embargoes	
international policy	DEA/EFB-060
Strikes and lockouts	
data	LAB/LDB-170
unlawful	CLR/OPS-015
Student Business Loans	EIC/CJS-306
Student Community Service Program	SSC/CCP-065
Students (see also Youth)	
loans	SSC/ESP-010
summer employment	EIC/CJS-306 EIC/EMP-460
summer employment experience development	EIC/CJS-415
summer job corps	SSC/CCP-065
summer language bursary program	SSC/OLP-030
Subsidies (see also Assistance, financial; Fellowships; Grants)	
agricultural products	DOA/ASB-600
fishing vessels	DFO/FAA-095
milk and cream shipments, regulations on	CDC/SOP-050
payment of subsidies for milk and cream shipments	CDC/SOP-055
public housing	CMH/PSO-050
Succession duties	
federal-provincial	FIN/FPR-200
Sudan	
Canadian aid	IDA/BCD-555
Summer Canada	SSC/CCP-065
Summer Canada Works projects	EIC/CJS-395
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Summer Job Corps	SSC/CCP-065
Summer Language Bursary Program	SSC/OLP-030
Summer Student Employment and Activities Program	SSC/CCP-065
Summer Youth Employment Program	SSC/CCP-065
Superannuation	
public service	DSS/ROS-075
Supplemental unemployment benefits	EIC/INS-180
Supply methods	
federal government	DSS/HSO-010
Surgical services	
veterans	VAC/DVA-040
Surplus properties	
federal	PWC/PWC-085
Surveys (see also Statistics)	
Canada Lands	EMR/SMB-405
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health	STC/HLT-115
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household facilities and equipment	STC/HLD-050
labour and household analysis	STC/LHS-060
labour force	STC/HLD-035
methodology	STC/BSM-545
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Surveys and mapping	
management	EMR/SMB-400
National Capital Region	NCC/PRB-056
Swaziland	
Canadian aid	IDA/BCD-515
Sylvia Gelber Foundation Awards	CAC/ART-005

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Key Words	CoR No.
Tanzania	
Canadian aid	IDA/BCD-520
Tar sands	
financial policy	FIN/ERP-420
Tariff Board	
decisions on excise tax	RCC/EPE-035
strategy on	RCC/EPE-090
Tariffs	RCC/CPE-185
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Auto Pact	RCC/CPE-185
changes in rates	FIN/TAR-700
classification	RCC/CPE-145
complaints and disputes	CTC/TTB-330
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customs/missions abroad	RCC/CPE-245
excise assessment programs	RCC/CPE-145
GATT (General Agreement on Tariffs and Trade)	FIN/IER-570
GATT, Canadian participation in	DEA/EFB-065
harbours and ports	DOT/MPH-135
Industrial Incentive Programs Audit	RCC/CPE-205
international policy	DEA/EFB-060
Made-in-Canada legislation	RCC/CPE-175
nomenclature review	RCC/CPE-380
passenger entry processing	RCC/CPE-280

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pilotage services, Great Lakes	GLP/OPE-010
Ports Canada	CPO/COR-015
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seaway	CTC/WTC-215
shipping conference liners	CTC/WTC-200
studies on	TBD/REF-005
telecommunications common carriers	CRT/TEL-135
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wharves	DOT/MPH-140
Task Force on Program Evaluability	OCG/PEB-136
Tax and non-tax revenue	
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Tax certificates for cultural property	DOC/ACA-275
Tax incentives	
Canadian content in films, videotapes	DOC/PPI-260
Tax measures review	
policy	FIN/EDD-430
Tax Rental agreements	
federal-provincial	FIN/FPR-205
Tax Sharing agreements	
federal-provincial	FIN/FPR-205
Taxable status	
commodities	RCC/EPE-120
goods, persons, institutions	RCC/EPE-030
Taxation (see also Duties and taxes; Income tax; Taxes)	
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excise and sales/refunds	FIN/TAC-750
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federal government policy and legislation	FIN/TPL-705
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Taxes (***continued***)	
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regulations	RCT/LIA-096
remissions	FIN/TAC-735
revenue reporting	RCT/APP-320
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Technicians of Central Banks of the American Continent (CEMLA)	BOC/INT-225
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film production	NFB/SED-045
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health services	NHW/HSD-260
housing	CMH/PSO-170
investment development	DEA/TFB-050
minerals, research and development	EMR/CAB-465
space, development	EMR/RSB-495
transfer to industry/fibre optics	DOC/REC-140
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transfer/energy conservation material	EMR/CNP-225

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Telecommunications (see also Broadcasting; Radio; Television)	
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Canadian involvement in ITU activities	DOC/PLI-005
carriers, complaints regarding	CRT/TEL-120
carriers, federally regulated	CRT/SEC-115
carriers, statistics	STC/SER-430
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emergency planning	DOC/SME-205
extension and improvement of services	DOC/ACP-041
federal facilities and services	DOC/TIT-120
federal planning and co-ordination	DOC/TIT-120
industry development and support	DOC/RES-181
international aid	IDA/RVP-720
international services	DOC/PLI-010
legislation	DOC/PLP-075
licences, applications for	CRT/TEL-125
marine	DOT/MTE-175
networks	DOC/TIP-056
new mobile services	DOC/MSP-090
planning and support	DOC/DGI-111
police community	CMP/RSV-210
policy	FIN/EDD-465
regulation of, policies on	DOC/TIP-061
regulations	CRT/TEL-130
regulatory policy, development of	DOC/ACP-036
St. Lawrence Seaway (Eastern Region)	SLS/ODE-040
St. Lawrence Seaway (Western Region)	SLS/ODW-040
spectrum and orbital allocations/policies	DOC/TIP-051
strategic planning	DOC/PLP-075
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Telefilm Canada	
broadcast-related activities	DOC/ACP-026
Telephone directories, federal	DOC/TIT-120
Telephone Referral Services	
federal government information	DSS/STP-215
Telephones (see also Telecommunications)	
policy	FIN/EDD-465
regulations	CRT/TEL-130
Telesat	
mobile telecommunications	DOC/MSP-090
Telescope observing time, application for	NRC/HIA-340
Teletext services	
policies and programs	DOC/ACP-031
Television (see also Broadcasting; Radio; Telecommunications)	
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advertising that contravenes CRTC policy	CRT/LEG-150
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archival recordings, enquiries concerning	PAC/FTS-040
archival recordings, information on	PAC/FTS-030
archival recordings, retention of	PAC/FTS-045
Canadian content	CRT/BRO-055
Canadian content, policies on	DOC/PPI-260
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decisions on applications	CRT/SEC-055
financial returns of licensees	CRT/SEC-065
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licensing, planning and control	CRT/SEC-110
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program logs	CRT/SEC-105
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customs duty	RCC/CPE-200
Temperature standards	NRC/DPH-520
Temporary Assignment Program	TBS/PPB-400
Terminal Attachment Program	DOC/SMG-210
Terrain science	
activities, management and operations	EMR/GSC-380
Territorial government	
administration and development	INA/NAP-161
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counter-terrorism programs	SGC/PSB-020
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law enforcement against	CMP/OPD-285
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Textiles and clothing (see also Footwear industry)	RIE/OIA-045 RIE/OIA-060
chemical research	NRC/DCH-240
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enquiries and review	TCB/AOP-010
general activities of Textile and Clothing Board	TCB/AOP-005
industrial records	STC/IND-330
labelling	CCA/BCA-025
product control	CCA/BCA-075
sampling and testing	CCA/BCA-025
tax exemptions	RCC/EPE-085
Thailand	
Canadian aid	IDA/BSD-300
Theatre	
grants	CAC/THS-110
Thermometry research	NRC/DPH-520
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Tides	
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TIMAC	
financial reporting systems/departments	OCG/PDB-120
Timber Marketing Act	CCA/COA-095
Time-series analyses	
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Tobacco	
development of control policies	NHW/CDC-155
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Togo	
Canadian aid	IDA/BFD-655
Tolls	
St. Lawrence shipping	SLS/FAB-020
Seaway international bridges	SLS/SIB-120
Tools	
product control	CCA/BCA-075

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Topographical mapping	EMR/SMB-430
Tourism	
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National Capital Region	NCC/SEC-019
promotion and development	RIE/XRO-350
research	DOE/PKS-025
statistics	STC/ECT-200 STC/NTD-008
Tours	
National Capital Region	NCC/SEC-019
National Research Council	NRC/EXE-020
NRC	NRC/EXE-005
Tours and pilgrimages	
planning/veterans	VAC/DVA-010
TOUS	
marine meteorology	DOE/AES-355
Toxic chemical management	DOE/CAP-300
Toxic organometals, research in	NRC/BSC-095
Toxic substances	
assessments	DOE/CAP-275
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Toys	
product control	CCA/BCA-075
Trade	
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customs matters	RCC/CPE-245
development policy, planning and liaison	DEA/TFB-055
development/Canadian Commercial Corporation	CCC/CCC-005
development/general	RIE/POL-250
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international agreements	DEA/JFB-015
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international policy	DEA/EFB-060
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international/Europe	FIN/IER-560
international/general information	FIN/IER-575
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missions abroad	RCC/CPE-245
policy/Canada-U.S.	RIE/POL-245
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promotion	DEA/BCB-176
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statistics, field operations	STC/BTS-305
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United Nations	FIN/IFD-670
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Trade Marks	CCA/COA-105
Trade Negotiations Office	DEA/TNO-002

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Training (see also Education)	
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atomic reactor operators	AEC/DRR-070
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Comptroller General/program evaluation	OCG/PEB-136
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EIC programs, assessment of	EIC/SPP-680
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Job Development Program	EIC/CJS-296
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native management of housing	CMH/PSO-070
occupational/federal program information	FIN/SPD-305
operational staff/policy	FCC/ADM-025
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public service, policy in	TBS/PPB-335
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public service/middle management	PSC/SDB-090
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public service/occupational and specialty	PSC/SDB-095
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Skill Shortages Programs	EIC/CJS-298
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Training Allowances and Apprenticeship Training	EIC/CJS-320
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Trans-Canada Highway	
policy development	FIN/EDD-470
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Transient species, research in	NRC/DCH-230
Transitways	
National Capital Region	NCC/PLB-059
Translation	
prizes	CAC/ART-005
Translation Bureau	
federal	SSC/OLP-014

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  - aeronautical products DOT/DAB-110
  - air navigation systems/planning and policy DOT/AAN-070
  - air policies, rulings and rates DOT/DIC-095
  - air, statistics STC/TRA-395
  - air traffic forecasts DOT/COD-300
  - air traffic services DOT/DAT-075
  - aircraft DOT/DIC-100
  - airport security DOT/DAX-120
  - appeals of CTC decisions DOT/COD-030
  - aviation medicine DOT/DAM-130
  - aviation regulations, enforcement of DOT/DEL-125
  - Canadian and international policy DEA/TFB-030
  - civil air-, heli- and STOL ports DOT/AAG-085
  - civil aviation aids DOT/DFS-080
  - conferences and committees DOT/COD-015
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  - CTC Railway Transport Committee CTC/RTC-015
  - dangerous commodities CTC/RTC-030
  - dangerous goods DOT/SDG-035
  - disabled and handicapped persons DOT/COD-020
  - emergency planning DOT/DSE-065
  - energy use and conservation EMR/CNP-240
  - financial assistance FIN/ERP-415
  - handicapped persons CTC/RES-320
  - humane treatment of animals DOA/FPI-010
  - industry pricing philosophy CTC/TTB-330
  - information for Parliament DOT/DSE-055
  - internal planning DOT/PPD-005
  - internal policy development DOT/PPD-010
  - international aid IDA/RVP-725
  - international food aid IDA/RDG-700
  - International Transport Policy Committee CTC/ITP-280
  - legislation DOT/DSE-045
  - marine navigation aids DOT/MTE-175
  - marine/assistance DOT/COD-280
  - maritime carriers, licensing of CTC/TTB-325
  - market structure CCA/BPC-135
  - Norman Wells project INA/NAP-221
  - oil and gas/Beaufort Sea and Arctic INA/NAP-206
  - pipelines NPA/TRA-045
  - pipelines and tankers/north INA/NAP-201
  - policy development FIN/EDD-470
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  - rail/grain and freight DOT/COD-285
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  - rail/statistics STC/TRA-390
  - records of equipment STC/IND-345
  - regional issues CTC/RES-320
  - regulations CTC/RES-315
  - regulations concerning radioactive materials AEC/DFC-160
  - regulatory activities DOT/DSE-060
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  - review of CTC decisions CTC/REV-300
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  - supply and productivity, research on CTC/RES-310
  - surface/policies and programs DOT/COD-270
  - tariffs CTC/TTB-325

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  - traffic complaints and disputes CTC/TTB-330
  - traffic research CTC/RES-305
  - water, statistics STC/TRA-405
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  - labour market development EIC/EMP-370
  - native peoples INA/LRT-116
- **Travel**
  - criminal offences RCC/CPE-285
  - documents/regulations and procedures EIC/IMM-070
  - international, statistics STC/IFE-250
  - statistics STC/ECT-200
  - tourism development RIE/XRO-350
  - traveller entitlements RCC/CPE-280
- **Treasury bills**
  - federal government FIN/FIM-165
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- **Trees**
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  - nurseries and production statistics DOA/CFS-645
  - Prairies/production and distribution DOA/PFA-550
  - seedlings, provision of DOA/PFA-515
  - species grown for wood, fibre or energy DOA/CFS-655
- **Trinidad and Tobago**
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  - research IDR/HSD-025
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  - Inspector General of Banks FIN/IGB-005
  - payment systems BOC/MFA-155
  - reports and returns BOC/MFA-150
- **Trust taxes**
  - assessment of returns RCT/PSB-136
- **Tunisia**
  - Canadian aid IDA/BFD-620
- **Tunnels**
  - St. Lawrence Seaway SLS/ESB-065
- **Turkey**
  - Canadian aid IDA/BSD-295
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- ***Twenty-first Annual Review*** ECC/PAA-045
- ***Twenty-second Annual Review*** ECC/PAA-057
- ***Twenty-third Annual Review*** ECC/CRA-005

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- **Uganda**
  - Canadian aid IDA/BCD-525
- **Unclaimed goods**
  - regulations RCC/CPE-270
- **Unemployment see Employment**

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contributors and claimants, family characteristics of	EIC/SPP-695
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work-sharing programs	EIC/INS-165
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Unemployment Insurance Program	
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UNESCO	DEA/IFB-115
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Canadian library holdings	NLC/PSB-090
Unions, labour	
bargaining rights, federal	CLR/OPS-005
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consent to prosecute	LAB/MCB-055
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membership information	LAB/LDB-170
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unfair labour practices	CLR/OPS-010
United Nations	
aid and development policies	IDA/YVP-010
development programs	IDA/MVP-120
energy relations	EMR/EPS-195
housing	CMH/ODS-310
labour	LAB/IRB-115
organization and agencies	DEA/IFB-115
policies and programs	FIN/IFD-665
policies and programs of agencies	FIN/IFD-670
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United Nations Commission on International Trade Law	FIN/IER-560
United Nations Committee on Trade and Development	CCA/BPC-140
United Nations Disarmament Commission	AEC/DFC-145
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United Nations Education and Training Program for Southern Africans	
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United States Saint Lawrence Seaway Development	SLS/SIB-120
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Key Words	CoR No.
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claims	CMH/GCC-015
general	CCA/UFF-175
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U.S. National Institute of Health International Research Fellowships	MER/PRB-110
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see institution identifier with 908, if available, in chapter concerning relevant institution	

V

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Vessel pre-clearance	
St. Lawrence Seaway	SLS/FAR-035
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awards, issue and replacement	VAC/DVA-005
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commemorations and special events	VAC/DVA-010
debt-free settlement and grants on provincial land	VAC/DVA-065
dental, medical and surgical treatment	VAC/DVA-040
disability pensions	VAC/CPC-020
eligibility for benefits/land	VAC/DVA-055
entitlement to pension	VAC/CPC-005
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Key Words	CoR No.
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X

Key Words	CoR No.
X-ray crystallography	NRC/BSC-130

Y

Key Words	CoR No.
Young Offenders Act	
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Job Entry Program	EIC/CJS-294
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Z

Key Words	CoR No.
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Zambia	
Canadian aid	IDA/BCD-530
Zimbabwe	
Canadian aid	IDA/BCD-535

LISTING OF UNIQUE INSTITUTIONAL IDENTIFIERS

AEC	Atomic Energy Control Board
APA	Atlantic Pilotage Authority
ASB	Canadian Aviation Safety Board
ASW	Advisory Council on the Status of Women
BDB	Federal Business Development Bank
BOC	Bank of Canada
CAC	Canada Council
CCA	Consumer and Corporate Affairs, Department of
CCC	Canadian Commercial Corporation
CDC	Canadian Dairy Commission
CDI	Canada Deposit Insurance Corporation
CEO	Office of the Chief Electoral Officer
CFD	Canadian Film Development Corporation
CIP	Canadian Institute for International Peace and Security
CIT	Canadian Import Tribunal
CLF	Canadian Livestock Feed Board
CLN	Canada Lands Company Limited
CLR	Canada Labour Relations Board
CMH	Canada Mortgage and Housing Corporation
CMP	Royal Canadian Mounted Police
COL	Commissioner of Official Languages, Office of the
CPC	Canada Post Corporation
CPD	Canadian Patents and Development Limited
CPE	Canadian Cultural Property Export Review Board
CPO	Canada Ports Corporation
CPS	Canadian Penitentiary Service
CRT	Canadian Radio-television and Telecommunications Commission
CTC	Canadian Transport Commission
CWB	Canadian Wheat Board
DCL	Defence Construction (1951) Limited
DEA	External Affairs, Department of
DFO	Fisheries and Oceans, Department of
DND	National Defence, Department of
DOA	Agriculture, Department of
DOC	Communications, Department of
DOE	Environment, Department of the
DOT	Transport, Department of
DSS	Supply and Services, Department of
ECC	Economic Council of Canada
EDC	Export Development Corporation
EIC	Employment and Immigration, Department of
EMR	Energy, Mines and Resources, Department of
FCC	Farm Credit Corporation
FIN	Finance, Department of
FPM	National Farm Products Marketing Council
GLP	Great Lakes Pilotage Authority, Limited
HRC	Canadian Human Rights Commission
IAB	Immigration Appeal Board
ICA	Investment Canada
IDA	Canadian International Development Agency
IDR	International Development Research Centre
INA	Indian Affairs and Northern Development, Department of
INS	Insurance, Department of
JUS	Justice, Department of
LAB	Labour, Department of
LPA	Laurentian Pilotage Authority
LRC	Law Reform Commission of Canada
MER	Medical Research Council
MST	Science and Technology, Ministry of State for
NAC	National Art Centre Corporation
NCC	National Capital Commission
NCP	Northern Canada Power Commisssion

LISTING OF UNIQUE INSTITUTIONAL IDENTIFIERS

NEB	National Energy Board
NFB	National Film Board
NHW	National Health and Welfare, Department of
NLC	National Library
NMC	National Museum of Canada
NPA	Northern Pipeline Agency
NPB	National Parole Board
NRC	National Research Council of Canada
NTW	Northwest Territories Water Board
OAG	Officer of the Auditor General
OCG	Comptroller General, Office of the
OCI	Correctional Investigator, Office of the
OHS	Canadian Centre for Occupational Health and Safety
OSW	Status of Women, Office of the Co-ordinator
PAB	Pension Appeals Board
PAC	Public Archives
PCO	Privy Council Office
PPA	Pacific Pilotage Authority
PSC	Public Service Commission
PWC	Public Works, Department of
RCC	National Revenue (Customs and Excise), Department of
RCM	Royal Canadian Mint
RCT	National Revenue (Taxation), Department of
RIE	Regional Industrial Expansion, Department of
RTP	Restrictive Trade Practices Commission
SCC	Science Council of Canada
SDC	Standards Council of Canada
SER	Natural Sciences and Engineering Research Council
SGC	Solicitor General, Department of the
SHR	Social Sciences and Humanities Research Council
SIS	Canadian Security Intelligence Service
SLS	St. Lawrence Seaway Authority, The
SRB	Public Service Staff Relations Board
SSC	Secretary of State of Canada, Department of the
STC	Statistics Canada
TBD	Tariff Board
TBS	Treasury Board (Secretariat)
TCB	Textile and Clothing Board
TCC	Tax Review Board
VAC	Veteran Affairs, Department of
YTW	Yukon Territory Water Board

IV. CLASSES OF RECORDS BY DEPARTMENT, AGENCY OR CROWN CORPORATION

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ADVISORY COUNCIL ON THE STATUS OF WOMEN

Chapter 1

ADVISORY COUNCIL ON THE STATUS OF WOMEN

ADVISORY COUNCIL ON THE STATUS OF WOMEN
(ASW)

PRESIDENT

VICE-PRESIDENTS

RESEARCH
(RES)

005 General Social Issues
010 Economic Situation of Women
015 Discrimination in the Workplace
020 Concerns of Women at Home
025 Justice
030 Government
035 Health Issues

ACCESS TO INFORMATION
CO-ORDINATOR
ADVISORY COUNCIL ON THE
STATUS OF WOMEN
110 O'CONNOR STREET
9th FLOOR
OTTAWA, ONTARIO
K1P 5M9

ADVISORY COUNCIL ON THE STATUS OF WOMEN

Background

The Advisory Council on the Status of Women (CACSW) is composed of 30 members, appointed by the federal government, which brings before the government and the public, matters of interest and concern to women, and advises the Minister responsible for the Council on matters which the Minister may refer to the Council for its consideration, or which the Council may deem appropriate.

Historically, its roots lie in the Royal Commission on the Status of Women in Canada which was established in early 1967. The terms of reference of the Commission specified that the Council is "to ensure for women equal opportunities with men in all aspects of Canadian society." On September 28, 1970, the commissioners submitted their report which provided the government with 167 recommendations, of which 122 were within federal jurisdiction. Recommendation 166 stipulated "that a federal Status of Women Council ... be established." Accordingly, the Advisory Council on the Status of Women was established in 1973. Its members are appointed for specific terms, from all the provinces and territories. Council meetings are held at least twice a year, usually in the National Capital Region.

Overall Responsibilities

In addressing itself to the concerns of all Canadian women, the 30 members of the Council focus on the particular problems of their regions. Research and background material provide the basis for Council recommendations which are made following deliberation by members at general meetings.

Recommendations for change in legislation and other measures to improve the status of women are presented to the government through the Minister responsible for the Status of Women. The Council has the unique right and responsibility to inform the public of its recommendations at the same time as it reports to Parliament. Council activities — briefs, speeches, responses to current events, open communication with the public — maintain an awareness of the inequalities facing women in Canadian society today.

Organization

The Advisory Council on the Status of Women is composed of a president, two vice-presidents and 27 council members from across the country. The vice-presidents are responsible for specific regions, while the president retains overall responsibility for the operations of the Council. Regional and local offices are located in Calgary, Montréal and Winnipeg. At the central office in Ottawa, three directors have specific responsibilities for research, communications and administration and, along with their staff, support ongoing Council activities across the country.

Pensions

The CACSW clearinghouse on pensions was established in October 1981 in response to the need for Canadian women to be informed of the issues involved in the reform of Canada's pension system. The clearinghouse distributes pension information to women's groups, individuals and other interested organizations throughout Canada.

Major Publications

The Council has published numerous books, briefs and fact sheets since its inception in 1973 and maintains a stock on hand which is available, in most cases free of charge, to the public. The following is a sample of these publications, grouped under a number of issues of concern to women.

Women's Political Status and Action

- Play From Strength: A Canadian Woman's Guide to Initiating Political Action; Penney Kome, 1983
- Women and Legal Action: Precedents, Resources and Strategies for the Future; E. Atcheson, M. Eberts and B. Symes, 1984
- The Full Implementation of Equality, Parliamentary Sub-Committee on Equality Rights, April 1985

Women and Work

- Microtechnology and Employment: Issues of Concern to Women; CACSW, 1982
- Better Day Care for Canadians: Options for Parents and Children; CACSW, 1982
- Current Issues for Women in the Federal Public Service; Julie White, 1983
- Fact Sheet: Women and Part-time Work, 1983
- Juggling a Family and a Job; CACSW, 1984
- On Employment Equity: A Brief to the Legislative Committee on Employment Equity (Bill C-62), December 1985
- Brief presented to the Commission of Enquiry on Unemployment Insurance, January 1986

Violence Against Women

- A Brief on Wife Battering with Proposals for Federal Action; CACSW, 1982

Women and Health

- Fact Sheet: Reproductive Health Hazards at the Workplace, 1984

Women and Planning for Later Life

- Women and Pensions: Women in Poverty — A Brief presented to the Parliamentary Task Force on Pension Reform, May 1983
- Homemaker Pension: For work that deserves concrete recognition, March 1985

Other Issues

- Discussion of the Federal Government's Proposals regarding Canada's Economic Situation and Social Programs, March 1985
- Fact Sheet: Women in Agriculture, November 1985
- Love, Marriage and Money ... An Analysis of Financial Relations Between the Spouses; Louise Dulude, 1984
- Women and Microtechnology, 1985
- Prostitution in Canada; CACSW, 1984

CACSW Publications Available from the Canadian Government Publishing Centre

- Fair Ball: Towards Sex Equality in Canadian Sport; M. Ann Hall and Dorothy A. Richardson, 1982
- Reproductive Hazards at Work: Men, Women and the Fertility Gamble; Nancy Miller Chenier, 1982
- A Working Majority: What Women Must Do For Pay; Pat and Hugh Armstrong, 1983
- Women and Part-Time Work; Julie White, 1983
- "What Will Tomorrow Bring?...": A Study of the Aspirations of Adolescent Women; Maureen Baker, 1985

Regional Contacts

For the above publications, a listing of all publications available, and general information on the Council, write or call the Advisory Council on the Status of Women at:

ADVISORY COUNCIL ON THE STATUS OF WOMEN

Ottawa

Advisory Council on the Status of Women
110 O'Connor Street
9th Floor
Ottawa, Ontario
K1P 5M9
Telephone: (613) 992-4975

Montréal

Advisory Council on the Status of Women
800 Dorchester Street West
10th Floor, Room 1036
Montréal, Québec
H3B 1X9
Telephone: (514) 283-3123

Winnipeg

Advisory Council on the Status of Women
269 Main Street
Suite 600
Winnipeg, Manitoba
R3C 1B2
Telephone: (204) 949-3140

Calgary

Advisory Council on the Status of Women
220 4th Avenue S.E.
Box 1390, Station "M"
Calgary, Alberta
T2G 4X3
Telephone: (403) 292-6668

Access Procedures

All formal requests under the *Access to Information Act* should be directed to

Access to Information Co-ordinator
Advisory Council on the Status of Women
110 O'Connor Street
9th Floor
Ottawa, Ontario
K1P 5M9
Telephone: (613) 992-4975

President's Office

As spokesperson for the Advisory Council on the Status of Women, the president has the mandate to bring before the government and the public, matters of interest and concern to women and to advise the Minister on such matters relating to the status of women. As chief executive officer, the president is responsible and accountable for the management of the organization and its operational activities.

The president must initiate briefs and studies, attend conferences and seminars at all levels, maintain contact with the two vice-presidents and preside over Council meetings and the executive committee. The president represents CACSW at meetings of the joint committee of federal and provincial Councils and maintains contact with business leaders and government officials at all levels.

Vice-Presidents' Offices

The two vice-presidents are called upon to advise the president on public matters of interest and concern to women and to co-ordinate the Council's activities in their respective areas of responsibility. The vice-president in Calgary co-ordinates activities in the western provinces and the territories, while the vice-president in Montréal co-ordinates activites in Québec and the Atlantic provinces.

Research Division

This division determines priorities for research, through ongoing liaison with members and with other relevant research and policy groups inside and outside government. It initiates, oversees or performs research studies to inform members of the Council and the public, and also monitors and responds to government policy changes, presenting briefs as required.

Classes of Records

ASW/RES-005
General Social Issues
Description: Information on social issues of particular concern to women. *Topics:* Rights of Indian women; specific problems of immigrant women; sex stereotyping in advertising and the media; women in politics; one-parent families; women and aging; disabled women; planning resources for adolescent women.

ASW/RES-010
Economic Situation of Women
Description: Information on women's economic position. *Topics:* Inequities in matrimonial property laws; inclusion of women in the Canada Pension Plan; taxation; private pensions; the contribution of women to different sectors of the economy.

ASW/RES-015
Discrimination in the Workplace
Description: Information on obstacles to women's equal participation and advancement in the workforce. *Topics:* Application of the *Unemployment Insurance Act;* parental benefits; part-time work; re-entry into the work force; unions, occupational health hazards; sexual harassment; equal pay for work of equal value; affirmative action.

ASW/RES-020
Concerns of Women at Home
Description: Information on issues of particular concern to women who choose to be homemakers. *Topics:* The role of homemakers; voluntarism; shared pensions; matrimonial property laws.

ASW/RES-025
Justice
Description: Information on legal issues of particular concern to women. *Topics:* Battered women; sexual offences; female offenders; family court; divorce law reform; common-law relationships; prostitution; alimony and maintenance; human rights; the Constitution.

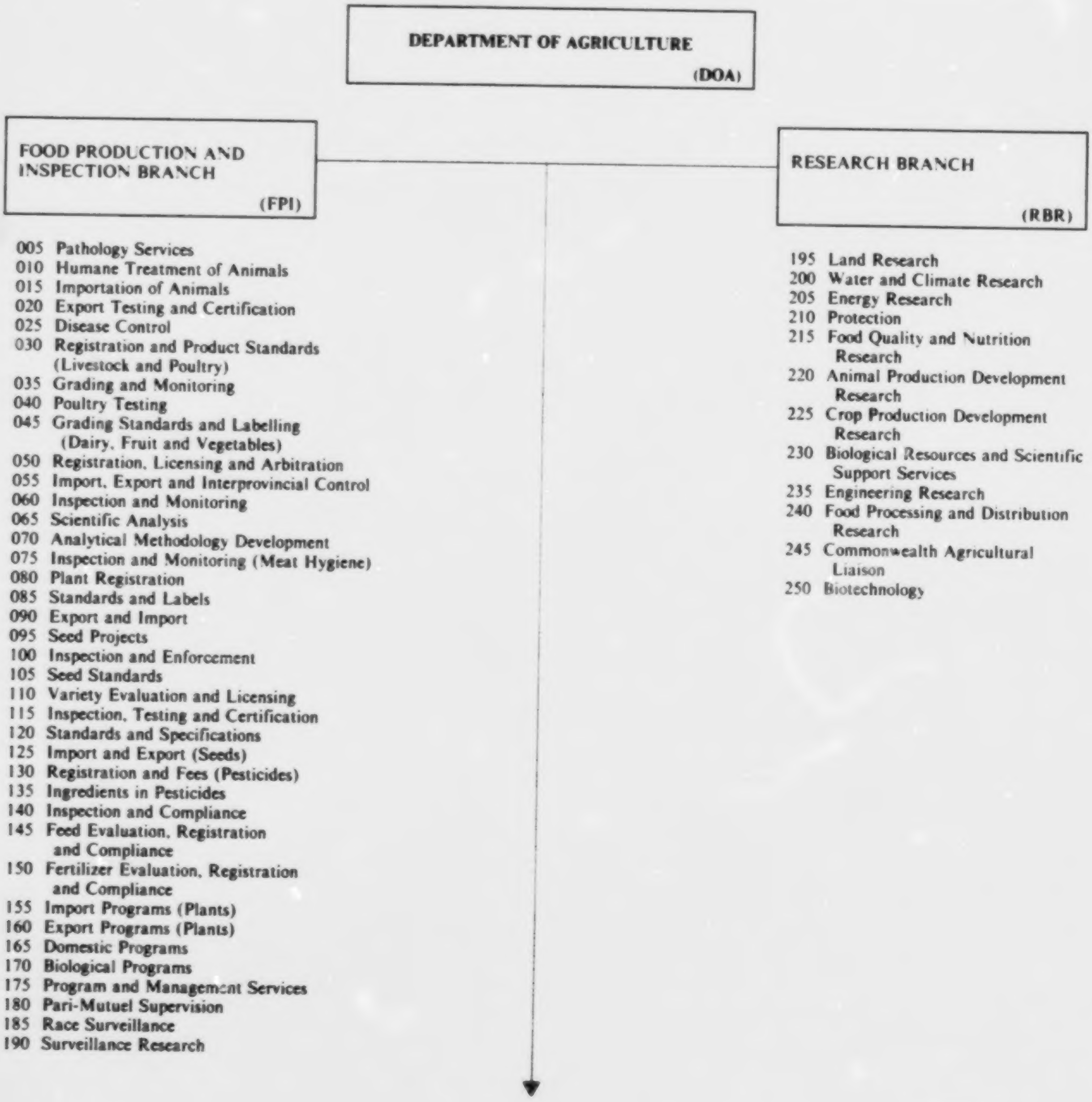
ASW/RES-030
Government
Description: Information on employment of women in government and appointment of women to government bodies. *Topics:* Women in the Public Service; women in the armed forces; appointments to the Senate and judiciary; appointments to boards and commissions.

ASW/RES-035
Health Issues
Description: Information on women's health and their role in health care. *Topics:* Health services for women; women working in health care; birth planning; occupational health hazards.

DEPARTMENT OF AGRICULTURE

Chapter 2

DEPARTMENT OF AGRICULTURE



DEPARTMENT OF AGRICULTURE (DOA)

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015 Importation of Animals
020 Export Testing and Certification
025 Disease Control
030 Registration and Product Standards (Livestock and Poultry)
035 Grading and Monitoring
040 Poultry Testing
045 Grading Standards and Labelling (Dairy, Fruit and Vegetables)
050 Registration, Licensing and Arbitration
055 Import, Export and Interprovincial Control
060 Inspection and Monitoring
065 Scientific Analysis
070 Analytical Methodology Development
075 Inspection and Monitoring (Meat Hygiene)
080 Plant Registration
085 Standards and Labels
090 Export and Import
095 Seed Projects
100 Inspection and Enforcement
105 Seed Standards
110 Variety Evaluation and Licensing
115 Inspection, Testing and Certification
120 Standards and Specifications
125 Import and Export (Seeds)
130 Registration and Fees (Pesticides)
135 Ingredients in Pesticides
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205 Energy Research
210 Protection
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220 Animal Production Development Research
225 Crop Production Development Research
230 Biological Resources and Scientific Support Services
235 Engineering Research
240 Food Processing and Distribution Research
245 Commonwealth Agricultural Liaison
250 Biotechnology

DEPARTMENT OF AGRICULTURE

MARKETING AND ECONOMICS BRANCH (MAE)

255 Administration of Acts and Funding Programs
260 Marketing Information Service
265 Commodity Marketing
270 Food Advisory Division
275 International Trade and Markets Information
280 Co-operatives and Producers Marketing Organizations
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290 Processing
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300 Preparation of Briefing Papers
305 Compilation, Analysis, and Dissemination of Trade Statistics
310 Economic Research on Commodity Markets and Agricultural Market Forecasting
315 Agricultural Policy Issues
320 Market Intelligence
325 Food Policy and Research
330 Agriculture-Related Data

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OFFICE OF THE SENIOR ASSISTANT DEPUTY MINISTER (SDM)

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350 Stabilization Payments and Levies
355 Crop Insurance Program
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370 Prairie Farm Assistance
375 International Liaison
380 Industry and Non-governmental Organization Liaison
385 Civil Emergency Planning
390 International Agricultural Projects (CIDA)
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400 Technical Assistance
405 World Food Day Secretariat
410 Strategic Planning
415 Program Evaluation

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420 Crop Production Improvement
425 New Crop Development
430 Records of Performance (Livestock)
435 Showcase Herd Maintenance
440 Sire Loan Programs
445 Fairs Program
450 4-H Programs
455 Authentication of Purebred Livestock
460 Stockyard Administration
465 Farm Improvement Loans
470 Farm Business Management
475 Feed Freight Assistance Adjustment Fund
480 Agricultural Development Analysis Co-ordination
485 Agricultural Development Policy and Analysis
490 Economic Intelligence
495 Regional Offices — Regional Development Branch
500 Status of Women — ADM's office

DEPARTMENT OF AGRICULTURE

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(PFA)

505 Agricultural Service Centres Agreements Programs
510 Land-Use Program — Community Pastures
515 Water Development Program
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590 Agricultural Products Transaction

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(ASB)

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(CFS)

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610 Forestry Initiatives and Relations
615 Identification of Problems and Opportunities
620 Assessment and Interpretation
625 Forestry Statistics and Systems
635 Forestry Subvention Program
640 Tree Seed — Improvement Research
645 Reforestation Research
650 Genetics
655 Tree and Stand Growth Research
660 Management Systems for Production Forestry
665 Forest Fire Research
670 Insects and Disease Research
675 Forest Environment Research
680 Forest and Plant Ecology
685 Forestry Development and Communications Directorate
690 Public Awareness

ACCESS TO INFORMATION AND PRIVACY CO-ORDINATOR
AGRICULTURE CANADA
SIR JOHN CARLING BUILDING
930 CARLING AVENUE
OTTAWA, ONTARIO
K1A 0C5

DEPARTMENT OF AGRICULTURE

Background

In a country of the size and diversity of Canada, the services and programs related to agriculture are many and varied. Special needs arise from the variations in climate and soils and as a result of the federal system, which apportions responsibilities between the federal and provincial governments.

When the Department of Agriculture (Agriculture Canada) was established in 1867, the year of Confederation, it concentrated on the most urgent need at the time, which was the control of livestock diseases and the prevention of their entry into Canada. The formation of the Experimental Farms System followed in 1886 as a means of discovering the agricultural possibilities of various regions and helping farmers make the most of their resources. A Dairy Commissioner was appointed in 1890, and from that time the Department has expanded rapidly to keep pace with the growth of Canadian agriculture. Its personnel roster has grown from 27 in 1867 to about 10,000 today, and its services derive from 43 Acts of Parliament.

Today, the Department's responsibilities embrace most aspects of the agricultural industry. Agriculture Canada carries out research into the physical and economic problems of agriculture; inspects and grades farm products; and carries out programs aimed at keeping our crops and livestock safe from disease and insect pests. The Department enforces laws governing the sales of feed, fertilizers and pesticides; and assists farmers through measures such as price stabilization and crop insurance. It also provides consumer-oriented food advisory services and supervises race track betting. All Canadians, urban and rural, benefit directly or indirectly from the work of the Department.

Laws and Regulations

The Minister of Agriculture is solely responsible to Parliament for the following legislation:

- Advance Payments for Crops Act
- Agricultural Products Board Act
- Agricultural Products Co-operative Marketing Act
- Agricultural Products Marketing Act
- Agricultural Stabilization Act
- Animal Disease and Protection Act
- Canadian Dairy Commission Act
- Cheese and Cheese Factory Improvement Act
- Cold Storage Act
- Crop Insurance Act
- Department of Agriculture Act
- Experimental Farm Stations Act
- Farm Credit Act
- Farm Improvement Loans Act
- Farm Products Marketing Agencies Act
- Farm Syndicates Credit Act
- Feeds Act
- Fertilizers Act
- Foot and Mouth Disease, Control and Extirpation Act
- Fruit, Vegetables and Honey Act
- Grain Futures Act
- Hay and Straw Inspection Act
- Humane Slaughter of Food Animals Act
- Inland Water Freight Rates Act
- Livestock and Livestock Products Act
- Livestock Feed Assistance Act
- Livestock Pedigree Act
- Meat and Canned Foods Act
- Meat Inspection Act
- Milk Test Act
- Pest Control Products Act
- Pesticide Residue Compensation Act
- Plant Quarantine Act
- Prairie Farm Assistance Act
- Seeds Act
- Wheat Co-operative Marketing Act

The Minister of Agriculture shares responsibility to Parliament for the following legislation:

- Canada Agricultural Products Standards Act (Minister of Consumer and Corporate Affairs)
- Canada Dairy Products Act (Minister of Consumer and Corporate Affairs)
- Canada Grain Act (Minister of Transport)
- Inspection and Sale Act (Minister of Consumer and Corporate Affairs)
- Maple Products Industry Act (Minister of Consumer and Corporate Affairs)
- Criminal Code, Section 188 (Minister of Justice and Attorney General of Canada)
- Western Grain Stabilization Act (Minister of Transport)

Overall Responsibilities

The general objective of Agriculture Canada is to stimulate the development of the agri-food industry; to provide for a dependable and adequate supply of safe, high-quality, nutritious food for domestic and export trade at reasonable prices to consumers; and to ensure stable and equitable returns to producers and processors. Consequently, the Department is involved in grading and inspection, seed certification, regulations on pesticides and fertilizers, animal disease diagnostic and control programs, race track supervision, market development and forecasts, scientific research, international agricultural liaison and dissemination of information.

Key Contacts

General Enquiries

(613) 995-5222

Press

(613) 995-8963

Library

(613) 995-7829

Publications

(613) 995-8963

Access to Information and Privacy Co-ordinator

(613) 995-5118

Legal Counsel

(613) 995-4990

Departmental Public Reading Room

Administrative and operational manuals which employees of the Department utilize to administer current government programs and/or activities are available in the Departmental Public Reading Room, located in the library of the Sir John Carling Building at 930 Carling Avenue, Ottawa, telephone number (613) 995-5118. The hours of operation for the Reading Room are between 10:00 to 15:00 during regular working days.

Major Publications

Publications are available from Information Services, Agriculture Canada, Ottawa, K1A 0C7.

- Policies and Programs for Agriculture — summarizes federal and provincial policies and programs affecting agriculture (Atlantic provinces, Ontario, Québec and the Western provinces)
- Guide to Federal Agricultural Services
- Organization and Activities of Agriculture Canada
- Annual Report 1980-1981
- Free publications from Agriculture Canada
- Technical publications and information from Agriculture Canada
- List of Agriculture Canada Priced Publications

Access Procedures

Within Agriculture Canada, formal access to information and privacy requests are co-ordinated centrally through the administrative division in Ottawa. Please forward completed access request forms to

Access to Information Co-ordinator
Agriculture Canada
Sir John Carling Building
930 Carling Avenue
Ottawa, Ontario
K1A 0C5
Telephone: (613) 995-5118

Formal access procedures are not meant to discourage or replace the informal access channels that currently exist at our regional facilities. Departmental establishments, in the form of regional offices, district offices and research stations, are widely dispersed across the country. Enquiries concerning formal and informal access may be directed to the Access to Information and Privacy Co-ordinator at the above address, or may be addressed to the regional administrative offices at the following:

Québec Region

Regional Administrative Manager
Guy Favreau Complex, East Tower
200 Dorchester Blvd. West
Suite 1002-A
Montréal, Québec
H2Z 1Y3
Telephone: (514) 285-8888

Prairies Region

Regional Administrative Manager
1955 Smith Street, 4th Floor
Regina, Saskatchewan
S4P 2N8
Telephone: (306) 359-6115

Ontario Region

Regional Administrative Manager
4900 Yonge Street, Penthouse 3
Willowdale, Ontario
M2N 6B9
Telephone: (416) 226-9262

Atlantic Region

Regional Administrative Manager
P.O. Box 6088
Moncton, New Brunswick
E1C 8R2
Telephone: (506) 388-7400

Pacific Region

Regional Administrative Manager
1166 Alberni Street
Vancouver, British Columbia
V6E 3Z3
Telephone: (604) 666-6834

FOOD PRODUCTION AND INSPECTION BRANCH

Health of Animals Directorate

This directorate administers the *Animal Disease and Protection Act*. Its purpose is to maintain the country's livestock free from contagious and infectious disease by providing veterinary, regulatory and scientific services in order to increase the knowledge of animal disease, eradicate foreign animal diseases in the event of their entry into Canada, and reduce economic loss from diseases.

Manuals

- Manuals of Procedures Relating to the *Animal Disease and Protection Act* and Regulations

Food Inspection Directorate

Livestock and Poultry Products Division

The division administers the *Canadian Agricultural Products Standards Act* and the *Livestock and Livestock Products Act* to ensure national standards for chick and poult production, and poultry and red meat products through a national grading and inspection program.

Manuals

- Livestock Grading Manual — guide to beef, pork, veal, lamb and sheep and their byproducts
- Manual of Hatchery Operations — requirements for the registration and inspection of premises, construction and equipment specifications, the survey of supply flocks, and sanitary conditions
- Shell Egg Inspection Manual — detailed guidelines on the registration and inspection of egg stations, inspection of eggs, requirements for the packaging of eggs and the labelling of egg containers
- Processed Egg Inspection Manual — guidelines on the registration and inspection of processed egg stations, inspection of processed eggs (frozen, liquid or dried), packaging of processed eggs, and labelling of processed egg containers
- Processed Poultry Inspection Manual — guidelines on the registration and inspection of poultry stations and producer premises, inspection, grading, packing and marking of processed poultry

Dairy, Fruit and Vegetable Division

This division is concerned with the establishment, implementation and maintenance of standards concerning the quality, safety, wholesomeness, packaging and labelling of fresh and processed fruits and vegetables, dairy products, and certain other processed foods (honey and maple syrup).

Manuals

- Canadian Guidelines for Inspection of Dairy Plants — guidelines for items to be inspected and rated, and recommendations
- Laboratory Manual — Dairy Products — sampling and preparation of reagents and methodology for the testing of cheese, dry milk, evaporated milk and ice cream
- Grading Manual — Dairy Products — objective, purpose, principles and procedures of the grading program; grading of butter, cheddar cheese and dry milk products
- Inspection Manual — Dairy Products — objective, scope and purpose of product inspection, sampling, detention policy and general procedures; inspection of butter, milk powders, cheeses, ice products, evaporated milk, warehouses, salmonella, containers program
- Inspection Manual — Fresh Fruit and Vegetables
- Fresh Fruit Commodity Manual
- Fresh Vegetable Commodity Manual
- Inspector's Manual — inspection details concerning fresh and processed fruit and vegetables, certification, fees, detention and release
- Commodity Manual — inspection procedures for fresh products, application of grades and standards
- Specialty Cheese Manual — description of the characteristics, composition standards, method of manufacture and labelling of the speciality cheeses made in Canada or imported in to Canada
- Licensing and Arbitration Manual — guidelines for the application for licences, the licensing of dealers, and the operation of the Board of Arbitration
- Inspectors' Handbook — Processed Products

Laboratory Services Division

This division provides analytical testing services to those divisions and agencies of Agriculture Canada engaged in the enforcement of quality-assurance legislation and regulations for foods, feeds, fertilizers, pesticides and seeds.

Manuals

- Methods of Analysis for Skim Milk Powder
- Laboratory Procedures for the Control of Egg Products
- Microbiological Analysis of Frozen Vegetables
- Fertilizer Laboratory Methods Manual
- Laboratory Manual for Pesticide Residue Analysis in Agricultural Products
- Methods and Procedures for Testing Seed
- Pesticide Products Analytical Methods
- Feed Laboratory Analytical Methods

Meat Hygiene Division

The division administers the *Meat Inspection Act* and Regulations to ensure that the slaughter of animals is carried out in a humane fashion, and that meat products are fit for human consumption and esthetically acceptable.

Manuals

- Meat Hygiene Manual of Procedures — procedures for the inspection of registered meat slaughtering and processing plants, and storages; requirements for the construction and planning of slaughter-houses and meat-processing installations; list of registered meat packing establishments; list of materials, agents, compounds, paints, plant equipment acceptable for use in registered establishments, including the name and address of manufacturer and the date of acceptance of the product
- Meat Inspection Act and Regulations — regulations on the inspection of meat and meat products entering international and interprovincial trade

Plant Health and Plant Products Directorate

Seed Division

The division ensures the accurate representation of seed products in the market place and adequate supplies of good quality seed; and facilitates Canadian participation in the trade of seed and plant varieties.

Manuals

- Inspection and Trade Memoranda — contains regulations on quality control, inspection, production and use of seed
- Inspectors' Training Guide — guide to general procedures, identification of plant varieties and diseases

Pesticides Directorate

This directorate ensures the safety and merit of pest control products through evaluation, registration and compliance programs under the authority of the *Pest Control Products Act*.

Manuals

- Operating Manual — describes the procedures relating to the control of the content, registration, classification, labelling and use of pesticides
- Memoranda to Registrants and Trade Memoranda — memoranda on current regulatory activities, general trade information, terminology, ingredient changes, registration standards

Feed and Fertilizer Division

The division administers both the *Feeds Act* and Regulations and the *Fertilizer Act* and Regulations to ensure that livestock feeds and fertilizers are both safe and effective, and represented honestly in the marketplace. The division also administers the *Hay and Straw Inspection Act* and Regulations, to provide for hay inspection and the *Pesticide Residue Compensation Act* and Regulations, to provide for compensation to a farmer where the sale of a product would be contrary to the *Food and Drug Act* because of a pesticide residue.

Manuals

- Inspection and Trade Memoranda — contains content and packaging standards for livestock feed and fertilizer, registration, quality control, and inspection regulations
- Feed Inspection Manual
- Fertilizer Inspection Manual

Plant Health Division

The division administers the *Plant Quarantine Act* to protect the country's agricultural and forestry industries from the introduction and spread of foreign plant pests and to ensure that Canadian agricultural and forestry products destined for export comply with the entry requirements of the importing country.

Manuals

- Plant Quarantine Directives, Act and Regulations
- Ship, Mill and Elevator Inspection Manual — bilingual vocabulary of ships, mills, and elevators

Race Track Division

This division ensures the protection of the pari-mutuel betting public associated with horse racing under Section 188 of the Criminal Code and aids in the development of a viable race track industry in Canada.

Manuals

- Race Track Supervision Regulations — deal with the supervision of pari-mutuel betting, the possession and use of drugs at race tracks, and racing association facilities standards
- Operational Manual (Race Track Supervision) — operational guidelines for the division to aid in standardized enforcement and interpretation of policy and regulations
- Race Track Officer Training Manual — contains guidelines for race track supervision officers on the pari-mutuel betting system, race track equipment, departmental responsibilities and reporting procedures
- Office consolidation of race track supervision regulations and amendments

RESEARCH BRANCH

The mandate of the Research Branch is to provide new knowledge and improved technology to ensure the efficient production of an adequate supply of safe and nutritious food, a stable and profitable agriculture and food industry, and a judicious use of natural resources essential to Canadian agriculture. The branch also provides support to other branches, departments and agencies in activities of national concern in the agricultural and food sector, and assistance to international research programs of less developed countries.

Manuals

- Plant Virus and Antiserum Bank — describes viruses that cause damage to crops and plants
- Manual for Describing Soils in the Field — outlines the procedure for inputting soil and landform classifications data into a computer system
- Canadian Agricultural Thesaurus — contains terms for describing the work of the Research Branch, including names of bacteria, viruses, plants, names of domestic animals and chemical terminology (English and French)
- Contracting Out of Science and Technology Procedures Manual
- Data System for Soils in Canada

MARKETING AND ECONOMICS BRANCH

Market Development Directorate

Marketing Services Division

The division provides marketing expertise and information on agricultural commodities to clients in government and the agri-food industry, deals with the extension of federal marketing powers to provincial marketing boards, provides funding assistance for market development projects, gives financial guarantees to co-operatives to facilitate the orderly marketing of produce, and guarantees repayment of advances to producer groups.

Food Advisory Division

The Division generates and disseminates technical and food marketing information to specialists in the agri-food and foodservice industries, government, education and media. It deals with the wide spectrum of issues related to Canadian agricultural foods at the point of consumption, namely the selection, purchase, preparation, storage, preservation, safety, quality and nutritive value of Canadian foods, to promote the sale of Canadian agricultural products through improved consumer satisfaction.

Manuals

- Recipe Information Guide
- Guide for converting conventional consumer food preparation formulation to metric
- Guide for converting conventional quantity food preparation formulation to metric for small institutions

Market Improvement Division

The Market Improvement Division co-operates with the agri-food sector in its endeavour to encourage the increased usage of Canadian agri-food products, services and technology, both at home and abroad. To accomplish this task the division identifies and analyses potential market opportunities in the foodservice, retail and export markets and participates in joint industry/government initiatives to take advantage of them. The division also supports the activities of the Minister responsible for liaison with co-operatives and publishes statistical and other information pertaining to Canadian co-operatives and other producers' marketing organizations.

Food Processing and Distribution Division

The division helps develop and implement policies and programs designed to improve the efficiency and effectiveness of Canada's agricultural processing, transportation and distribution systems.

Market Analysis and Trade Policy Directorate

International Trade Policy Division

This division provides the primary contact between the Department and other federal departments, provincial agencies, and producer and agri-business groups on matters concerning international trade policies related to the Canadian agricultural and food system. The division's work complements the market development activities of the Market Development Directorate of the Marketing and Economics Branch. It also takes the leading role in preparing position papers on agricultural trade policy issues and represents the Department in trade policy discussions.

Commodity Markets Analysis Division

The division provides market intelligence and analysis of developments in the commodity markets for agricultural commodities (grain, oilseeds, fruits and vegetables, cattle, hogs, dairy products, eggs and poultry), develops and advises on government policy pertaining to these markets, and undertakes economic research to improve knowledge and understanding of the functioning of commodity markets.

Food Market Analysis Division

This division provides economic analysis, market intelligence and policy advice on issues related to food prices, the transportation, processing, retailing and purchasing of food, and regulations affecting the food system.

Statistical Analysis Unit

The unit provides support to economists within certain branches of the Department through the collection, updating, manipulation and reporting of data related to agriculture.

COMMUNICATIONS BRANCH

This branch disseminates agricultural and food information to farmers, agricultural advisers, agribusinesses, students and the general public. It also advises the public about policies, programs and activities of the Department.

Manuals

- Government Communications Guide

OFFICE OF THE SENIOR ASSISTANT DEPUTY MINISTER

Farm Income Services Branch

Western Grain Stabilization Administration

The Western Grain Stabilization Administration administers the *Western Grain Stabilization Act* by collecting producer levies, making subsidy payments to producers when necessary and maintaining a record of grain producers' transactions. All records are located at the Administration Office at 303 Main Street, Winnipeg, Manitoba.

Crop Insurance Division

This division works with provinces to develop and promote sound and acceptable self-help crop insurance programs for Canadian producers in order to increase producer protection in serious crop loss situations.

Manuals

- Crop Insurance Division — Guidelines and Procedures

International Affairs Directorate

The directorate is involved in policy development and liaison with international agricultural organizations. It acquires, analyzes and disseminates international agricultural intelligence; is involved in multilateral food aid through the World Food Program; and co-ordinates foreign agricultural bilateral relations.

Overseas Projects Division

The division provides liaison between the Department and other organizations such as CIDA for the purpose of developing and co-ordinating humanitarian-oriented and export-oriented technical assistance projects overseas.

Strategic Planning Directorate

The directorate supports senior management of the Department in developing corporate strategies.

Program Evaluation Division

This division supports senior management of the Department in evaluating programs.

REGIONAL DEVELOPMENT BRANCH

The Regional Development Branch provides the following information on agricultural development in each region of Canada; preparation of industry profiles and commodity strategies; development and management of Regional programs; consultation and co-ordination with federal, provincial and private sector agencies.

General Production Development Directorate

The operations of the General Production Development Directorate promote a thriving agriculture and food industry. Its programs are carried out by Animal Production Division and the Crop Production and Resource and Environment Section.

Crop Production and Resources and Environment Section

Crop production contributes to improved crop production and the management of natural resources related to agriculture. It does this by implementing and operating programs and providing direction and support to programs and policies of the Department, other federal and provincial departments, and the agri-food industry.

The Resources and Environment Section participates in studies and projects that enhance crop production through better use of land, water and climatic resources, new and improved crop varieties, new and improved production practices, and identification of constraints on expansion of production. Financial assistance for crop development is provided through contributions to cost-shared projects in the private sector by the New Crop Development Fund program.

Animal Production Division

The Animal Production Division administers programs that increase efficiency in the production and marketing of livestock, assist agricultural exhibitions and promote the export sale of Canadian cattle, sheep and swine.

Manuals

- Records of Performance for Dairy Cows and Goats Enrolled
- Canadian Dairy Sire Appraisal — semi-annual reports
- Canadian Cow Indexes — semi-annual reports

Development Policy Directorate

The Development Policy Directorate undertakes economic analysis and provides economic intelligence and policy advice. This supports the Department's strategy for the development of agriculture, aids the regional development offices in each province, and provides a service to the private sector.

Important components of the departmental strategy are regional development policy and co-ordination, economic evaluation of sector performance and development programs, production cost assessments, agricultural business finance and taxation, factor markets, technology assessment, stabilization programs and agricultural energy policy. The directorate administers the Farm Improvement Loans program, and manages a development project in Zambia on behalf of the Canadian International Development Agency.

Program Co-ordination Division

The Program Co-ordination Division provides analysis and advice to support national co-ordination of agricultural development programs and strategies among the regions of Canada.

Farm Finance and Resources Division

The Farm Finance and Resources Division provides analysis, advice and economic intelligence in support of policies relating to farm finance, income, taxation and resources. The division also administers the *Farm Improvement Loans Act* under which the federal government guarantees loans made to farmers by chartered banks and other commercial lenders.

Manuals

- Guidelines for Lenders — to assist lenders in the processing of loans under the *Farm Improvement Loans Act*
- Farm Improvement Loans Administration
- Farm Improvement Loans Manual — Amendment

Inputs and Technology Analysis Division

The Inputs and Technology Analysis Division supplies economic advice and intelligence to support departmental policies and programs that relate to regional agricultural development, production costs, purchased inputs and farming technology.

The division also continues to manage an agricultural planning project being executed in Zambia by Agriculture Canada on behalf of CIDA.

Regional Policy Division

The Regional Policy Division provides advice and supporting analysis on regional development policy for the agri-food sector. This includes research and advice on commercial and socio-economic analytical methodologies used to assess existing and proposed development programs and projects.

Management Services Division

The Management Services Division supports and co-ordinates all financial, administrative, personnel, operational planning and control functions for the 13 branch responsibility centers. Its major activities are the design, development and implementation of electronic management information systems and co-ordination and support for the operational implementation of the five agriculture subsidiary agreements.

Status of Women

This unit reports to the Assistant Deputy Minister, and provides information on the status of women activities related to agriculture (rural and agricultural) in Canada.

PRAIRIE FARM REHABILITATION ADMINISTRATION (PFRA) BRANCH

The Prairie Farm Rehabilitation Administration began in 1935. It provides ongoing programs and projects to conserve and develop the soil and water resources of Manitoba, Saskatchewan and Alberta. These activities are designed to develop and promote improved systems of farm practice, tree culture, water supply and land use that will result in greater economic security for residents of the areas. PFRA is also responsible for the administration of the Agricultural Service Centres program for the development of water supply and sewage disposal systems in selected prairie communities and the implementation aspects of the Canada-Manitoba and Canada-Saskatchewan Interim Subsidiary Agreements on Water for Regional Economic Expansion and Drought Proofing.

Manuals

- PFRA Policy and Procedure Manual
- Range Analysis Survey — Methods and Procedures
- Drafting Standards Manual
- Site Investigation — Evaluation and Design for Soil and Water Conservation Service Dams; PFRA Moose Jaw depot
- Precipitation and Evaporation Tables (1911-1981) — February 1982
- PFRA Survey Manual

CANADIAN GRAIN COMMISSION

The Canadian Grain Commission administers the *Canada Grain Act* through the recommendation and implementation of grading standards for grain, the licensing of grain elevators, the inspection and weighing of grain, the economic and statistical monitoring of grain handling and storage systems, research into the quality of cereal grains and oilseeds, and supervision of grain futures exchanges.

Manuals

- Stored Grain Pests — describes the types of insects that infest grains and methods of pest control for stored grains
- Grain Grading Handbooks for Eastern Canada and for Western Canada — describe quality criteria for the grading of grains

AGRICULTURAL PRODUCTS BOARD

The Agricultural Products Board serves to ensure a ready supply of food products for consumers, and help producers to achieve stable income through direct participation in the marketplace. The Board is empowered to buy, sell or import agricultural products, and to store, transport and process products under the provisions of the *Agricultural Products Board Act*.

AGRICULTURAL STABILIZATION BOARD

The Agricultural Stabilization Board helps the agriculture industry to realize fair returns for its labour and investment by means of price support payments for agriculture commodities under the provisions of the *Agricultural Stabilization Act*.

CANADIAN FORESTRY SERVICE

Policy, Planning, Economics and Trade Directorate

The Policy, Planning, Economics and Trade Directorate is responsible for the development of policies for forest renewal and related research and development, plus strategic and operational planning for the management of the program; for the provision of economic analyses of the forest sector and economic base information for the development of sound forestry policies and programs; for the maintenance of international relations and domestic relations with provincial governments, universities, and private sector organizations concerned with forestry; and for the promotion of sound forest industry development to encourage more efficient industrial utilization of Canada's forest resources and assist Canadian industry in identifying and capturing export market opportunities.

Research and Technical Services Directorate

The directorate administers the planning, co-ordination, evaluation and development of its programs, as well as Canadian Forestry Service research operations and technical services to ensure that a greater body of scientific and technical knowledge of the forest resource will contribute to the effective management, utilization and protection of Canada's forest resources. The directorate also provides scientific and technical advice plus financial support for research to groups and research associations, the forest industry, and other forestry related agencies to ensure maximum benefit to the Canadian public through forestry and forest land management.

Classes of Records

DOA/FPI-005
Pathology Services
Description: Diagnostic service and research activities related to animal diseases, consultation and licensing for use of biologics, veterinary and pest control products. *Topics:* Diseases (agents of disease, transmission to humans, economic loss due to disease); diagnostic activities; diagnostic reagents; registration consulting service; licensing and use of biologics, veterinary and pest control products.

DOA/FPI-010
Humane Treatment of Animals
Description: Information on the prevention of stress-related diseases in animals and humane treatment of animals being transported within Canada or exported from Canada. *Topics:* Enquiries; reports; correspondence; transportation systems; stockyards; ports of entry; code of practice (poultry, veal and swine).

DOA/FPI-015
Importation of Animals
Description: Information on the control of animal and bird imports to prevent animal disease from gaining entry into Canada. *Topics:* Veterinary inspection reports; quarantine station activity reports; Australian and European livestock importation programs; imports of game farm and zoological garden animals; imports of pets; feathers; skins, hides and wool; imports of birds; fertilizers; tankage; plant products; insects; others (tropical fish, amphibians, worms).

DOA/FPI-020
Export Testing and Certification
Description: Information on the acceptability of Canadian animals and products for export by ensuring their being free of disease or disease-causing agents and by meeting the standards of importing countries. *Topics:* Species of animals; disease and disease-causing agents; import requirements of foreign countries; export testing programs and certification; facilitating export; export of birds; export of poultry; export of plants.

DOA/FPI-025
Disease Control
Description: Information on the prevention, control and eradication of communicable and other diseases, and on compensation for related losses. *Topics:* Animal diseases — brucellosis, tuberculosis, salmonellosis and other indigenous diseases; foreign animal diseases; reportable diseases of animals and poultry; artificial insemination; veterinary biologics. *Storage Medium:* Machine-readable records are available on brucellosis survey arranged by herd at headquarters; also on herd serum banking and rabies control.

DOA/FPI-030
Registration and Product Standards (Livestock and Poultry)
Description: Information on standards for the processing, grading and marking of egg and poultry products, red meat, and animal products (furs, wools). *Topics:* Sanitation and building standards; grading standards; poultry packaging and labelling; import and export requirements; animal products (furs and wools); policy development; consultation with industry; hog fat survey; egg quality data; egg solids. *Storage Medium:* The hog fat survey, egg quality data and egg solids files are machine readable.

DOA/FPI-035
Grading and Monitoring
Description: Information on a national program for grading red meats, animal products, poultry and poultry products, and for inspecting and registering hatcheries, egg stations, and egg processing and poultry slaughtering plants. *Topics:* Grading red meat; grading poultry and poultry products; egg and poultry processing stations; hatcheries (registration and inspection); laboratory analysis of egg products; training and development; import and export inspection; complaints; enforcement; policy development.

DOA/FPI-040
Poultry Testing
Description: Information on economic traits of egg production and chicken meat stocks at the central test stations. *Topics:* Egg production stocks; chicken broiler stocks; feed purchase; sale of eggs; production costs; random sample test results.

DOA/FPI-045
Grading, Standards and Labelling (Dairy, Fruit and Vegetables)
Description: Information on grading programs, quality standards and on the design and control of labelling requirements. *Topics:* Standards — dairy, fresh fruit and vegetables, processed fruit and vegetables, honey and maple products; grading of dairy products; monitoring the grading of fruit and vegetable products; label design and approval; packaging; weight and volumes; studies and surveys; policy development; consultation with governmental and non-governmental organizations.

DOA/FPI-050
Registration, Licensing and Arbitration
Description: Information on the registration of fruit and vegetable processing plants, dairy plants, and fresh produce warehouses; the licensing of dealers and brokers; and the arbitration of disputes. *Topics:* Registration of establishments — dairies; fruit and vegetable processing plants; fresh produce warehouses; licensing of dealers and brokers; suspension or cancellation of registration; list of registered processors; arbitration boards; complaints; policy development.

DOA/FPI-055
Import, Export and Interprovincial Control
Description: Information on the control and regulation of import, export and interprovincial movement of dairy, fresh and processed fruit, and vegetable products. *Topics:* Export certification; compliance to import regulations; concessions — processing and packaging; consultations — associations, government agencies (foreign and domestic); statistics; complaints; policy development.

DOA/FPI-060
Inspection and Monitoring
Description: Information on the inspection and monitoring of dairy, fruit, vegetable and certain other products; and on related establishments. *Topics:* Product inspection; establishment inspection; laboratory analysis; certificates of inspection; system auditing; consultation with governmental and non-governmental organizations; violations and prosecutions; inspection fees; complaints; compliance; policy development.

DOA/FPI-065
Scientific Analysis
Description: Information on analytical tests to ensure conformity with established quality-assurance standards for certain products and facilities. *Topics:* Requests for analysis; analytical reports; tests results; laboratory certification; sampling programs (quotas); provision standards; consultation with governmental and non-governmental organizations; methods of analysis; statistics. *Storage Medium:* Samples received and reported, tests outstanding, and certificates of analysis are machine readable. *Retrievability:* Files

arranged either by laboratory number or by commodity, region, date and type of test. Certain files are kept in regional laboratories.

DOA/FPI-070
Analytical Methodology Development
Description: Information on analytical methodologies to support and enhance the quality of scientific analysis provided by the division. *Topics:* Methodology research proposals; assessment studies; establishment and dissemination of methodology; program review; analytical literature surveys; research reports; publications; laboratory certification verification; investigational sampling requests.

DOA/FPI-075
Inspection and Monitoring (Meat Hygiene)
Description: Information on the inspection and monitoring of food animals, meat products and plant sanitation. *Topics:* Testing — toxicity, residues, contaminants; disease monitoring; complaint investigation; transport sanitation; inspection auditing; surveys; national and regional inspection — slaughterhouses, storage and processing facilities; stamping devices; policy development. *Storage Medium:* Files of statistics on weekly and monthly poultry kills, disease condemnations and establishment review are machine readable.

DOA/FPI-080
Plant Registration
Description: Information on the registration of storages, slaughtering and processing plants. *Topics:* Construction specifications; equipment; use of non-food materials and agents; storage facilities; policy development.

DOA/FPI-085
Standards and Labels
Description: Information on the development of and compliance with standards and labels to ensure quality, nutritional value and safety of meat products. *Topics:* Label review on microfilm; approved Canadian and foreign labels (machine-readable list); packaging; food standards — formulas and preparation; additives; policy development.

DOA/FPI-090
Export and Import
Description: Information on the certification of Canadian meat products for export to comply with the requirements of foreign countries and on compliance of imported meat, meat products and byproducts with Canadian standards. *Topics:* Export certification; foreign requirement review; veterinary audit and registered Canadian facilities; statistics; policy development. *Storage Medium:* List of all approved products for import and export, and statistics on the import and export of meat are machine readable.

DOA/FPI-095
Seed Projects
Description: Information on the characteristics of seed varieties, foreign and domestic movement of seed, and availability of adequate supplies. *Topics:* Seed varieties; importation of seeds; exportation of seeds; statistics; contract multiplication; international liaison. *Storage Medium:* Seed inventory and seed sealing are machine readable.

DOA/FPI-100
Inspection and Enforcement
Description: Information on the inspection and enforcement of standards governing seed quality. *Topics:* Seed inspection; violations and detentions; crop inspection; grading; diseases; seed testing.

DOA/FPI-105
Seed Standards
Description: Information on the development of new or amended seed quality standards; packaging and labelling.

DOA/FPI-110
Variety Evaluation and Licensing
Description: Information on the evaluation of new varieties of seeds for the purpose of licensing. *Topics:* Licensing of seeds; list of licensed varieties (machine readable); unlicensed varieties.

DOA/FPI-115
Inspection, Testing and Certification
Description: Information on the inspection and testing of seed potatoes, and certification for domestic markets. *Topics:* Seed multiplication; seed potato improvement; inspection; enforcement; training programs; storage and transportation; testing (seed lots, field and post-harvest); inventory of varieties; assessment of varieties; complaint investigation (domestic); federal-provincial consultations.

DOA/FPI-120
Standards and Specifications
Description: Information on guidelines, specifications and standards on seed potatoes. *Topics:* Standards and labelling; laboratory facilities; transportation; storage; seed potato varieties; policy development.

DOA/FPI-125
Import and Export (Seeds)
Description: Information on the control of imports, export certification, and facilitation of seed potato trade. *Topics:* Phytosanitary agreements; facilitation of trade; import standards; export certification; complaint investigation (foreign); evaluation of foreign certification programs.

DOA/FPI-130
Registration and Fees (Pesticides)
Description: Information on the registration of pesticides under the *Pest Control Products Act*. *Topics:* Application for registration; specification forms; product labels; ingredient authorizations; registrant correspondence. *Retrievability:* Files arranged by registrant code and registration number.

DOA/FPI-135
Ingredients in Pesticides
Description: Information on the evaluation of pesticides to determine whether they will perform as claimed and on safe conditions for their use. *Topics:* Product chemistry; toxicology; metabolism; residues; environmental chemistry and toxicology. *Retrievability:* Files arranged by ingredient code.

DOA/FPI-140
Inspection and Compliance
Description: Information on the development, implementation and monitoring of a national field compliance program for registered pesticides. *Topics:* Monitoring; investigation; enforcement.

DOA/FPI-145
Feed Evaluation, Registration and Compliance
Description: Information on pre-sale evaluation of feed, registration of feed, and inspection of feed production and products to ensure compliance with regulatory requirements. *Topics:* Evaluation of feed; approval of single ingredients; correspondence; labelling; certificates of registration; product inspection; feedmill inspection; toxicity, residues and diseases; violations; hay and straw grading. *Storage Medium:* Feed database of registered products and listing of analytical results of feed samples are machine readable; microfilm for expired certificates of registration and company correspondence.

DOA/FPI-150
Fertilizer Evaluation, Registration and Compliance
Description: Information on pre-sale evaluation and registration of fertilizer and on inspection of fertilizer products to ensure compliance with regulatory requirements. *Topics:* Evaluating fertilizer; approval

of single ingredients; correspondence; labelling; certificates of registration; product inspection and grading; toxicity residues and diseases; violations. *Storage Medium:* Listing of analytical results of fertilizer samples, Canadian fertilizer plant statistics and fertilizer database of registered products are machine readable.

DOA/FPI-155
Import Program (Plants)
Description: Information on the planning and maintenance of a national program to prevent the introduction and establishment in Canada of foreign plant pests detrimental to the Canadian agricultural and forestry industries. *Topics:* Import permits; port inspection statistics, commercial; port inspection statistics, non-commercial; quarantine and decontamination; importation of agricultural and forest products. *Storage Medium:* Airport inspection file is machine readable.

DOA/FPI-160
Export Programs (Plants)
Description: Information on the planning and maintenance of a national program to ensure the acceptance of Canadian agricultural and forestry products on export markets by being free of plant pests and by meeting standards of importing countries. *Topics:* Export agricultural and forestry products; ship, mill and elevator sanitation inspection; plant quarantine importation requirements of foreign countries; phytosanitary export certification; decontamination and quarantine.

DOA/FPI-165
Domestic Programs
Description: Information on the planning and maintenance of a national program designed to prevent the spread of pests within Canada and to survey for and control quarantine pests known to occur in Canada. *Topics:* Pest distribution (publications); decontamination and fumigation; pesticide application; interprovincial shipments.

DOA/FPI-170
Biological Programs
Description: Information on the identification of pests and on analysis of pest risk. *Topics:* Lists of intercepted pests; insects and plant diseases; surveys; pest identification; and analysis of pest risk.

DOA/FPI-175
Program and Management Services
Description: Information on the development and implementation of plant health programs in the areas of Human Resources Development (including Manual Development). *Topics:* Compensation, public awareness, consultation with client agencies, operational planning, program audit and control, and computer systems development.

DOA/FPI-180
Pari-Mutuel Supervision
Description: Information on the regulation and supervision of pari-mutuel betting on horse races. *Topics:* Daily pari-mutuel betting activities; pool distribution; investigation reports into alleged race fixing; betting dates; tests of totalizator equipment; race track facilities; racing commissions; conferences; betting systems; betting permits; security of bets and betting data; federal levy on wagering. *Retrievability:* Files arranged by racing event and date.

DOA/FPI-185
Race Surveillance
Description: Information on the surveillance of horse races. *Topics:* Daily supervision reports; photo finish service; race patrol service; drug control service; test inspectors' personal records. *Storage Media:* Film, videotapes and photographic print. *Retrievability:* Files arranged by racing event and date.

DOA/FPI-190
Surveillance Research
Description: Information on all aspects of research into race track surveillance. *Topics:* Diagnostic activities; drug detection; recording of races on film or video tape; effect of drug administration on horses. *Storage Media:* Film, videotapes and photographic prints. *Retrievability:* Files arranged by drug study.

DOA/RBR-195
Land Research
Description: Information on the maintenance, availability and better utilization of agricultural land to meet current and future agricultural and food production needs. *Topics:* Soil management and conservation (erosion problems, tillage, fertilizer use); soil composition (organic matter, mineral content, chemical analysis); soil mapping; land inventory (classification, surveys, mapping); soil and land evaluation. *Storage Medium:* Soil mapping is machine readable.

DOA/RBR-200
Water and Climate Research
Description: Information on the use of water resources and the effects of weather and climate on agricultural production. *Topics:* Irrigation, drainage, desalination, conservation; winter survival of crops, meteorological and climatic indices; crop development models (yield prediction through use of climatic indices); atmospheric carbon dioxide; meteorological records and data. *Storage Medium:* File on desalination, and meteorological records are machine readable.

DOA/RBR-205
Energy Research
Description: Information on the conservation, production, and efficient utilization of energy throughout the food production system. *Topics:* Production — alternate sources, alcohol production, fuel substitutes, converting farm waste and residues into energy, and solar energy; conservation — analysis of energy use, equipment and equipment management, production practices, buildings and storages, greenhouses and insulation; utilization — farm and community energy use.

DOA/RBR-210
Protection
Description: Information on the protection of animals and crops from diseases, insects and weeds, and on minimizing environmental degradation from agricultural practices. *Topics:* Plant disease organisms, insect pests, weeds, pesticides, chemical and biological control, integrated pest management, pollution studies — residues from animal and crop production, toxicology, environmental quality; waste management; pesticide management; plant nutrient studies.

DOA/RBR-215
Food Quality and Nutrition Research
Description: Information on the safety, quality and nutritive value of edible agricultural products. *Topics:* Food safety — toxicants and contaminants; food quality — food composition, nutrient availability, nutrition, monitoring and formulating food products.

DOA/RBR-220
Animal Production Development Research
Description: Information on the efficiency of production and the quality of animals in support of market development. *Topics:* Beef, dairy, swine, poultry, sheep, certain other animals, and honey bees; breeding; nutrition; management practices; physiology; feeding; protection; reproduction; behaviour; carcass grading.

DOA/RBR-225
Crop Production Development Research
Description: Information on the efficiency of production and quality of crops in support of market development. *Topics:* Wheat and other

cereals; oilseed crops; forage crops; horticultural crops; field crops; breeding; physiology; management practices; protection.

DOA/RBR-230

Biological Resources and Scientific Support Services

Description: Information on the quantity, quality and location of Canada's biological resources, and on the scientific support services for research programs. classification and collections of vascular plants, insects, arachnids, nematodes, fungi and bacteria; plant gene collections; analytical chemistry; instrumentation, equipment and statistical design, analysis and interpretation.

DOA/RBR-235

Engineering Research

Description: Information on engineering technology developed and adopted for the efficient production, storage, processing and distribution of agricultural products. *Topics:* Farm building design and research; structural design; agricultural mechanization research and development.

DOA/RBR-240

Food Processing and Distribution Research

Description: Information on increasing efficiency in the processing and distribution sectors through technological innovation and product improvement. *Topics:* Food processing (technological innovation, equipment and utilization); the development of new food products and ingredients; storage (physiology and storage conditions) data on meat quality evaluations. *Storage Medium:* Storage data on meat quality evaluations are machine readable.

DOA/RBR-245

Commonwealth Agricultural Liaison

Description: Information on liaison with the Commonwealth Agricultural Bureaux and the Commonwealth Science Council. *Topics:* Information Service — agricultural scientific information, journals and book reviews; identification service — identification of pests and plant diseases; and biocontrol services — pest evaluation, survey and review services related to the introduction of biological control agents.

DOA/RBR-250

Biotechnology

Description: Information on the assessment, development and utilization of basic and emerging technologies in support of agricultural research. recombinant technology, tissue culture, protoplast fusion, single-cell protein production, nitrogen fixation and cytogenetics.

DOA/MAE-255

Administration of Acts and Funding Programs

Description: Information on provincial marketing board powers, loan guarantees, market development assistance projects and advance crop payments. *Topics:* Application for financial assistance (marketing boards, producer organizations, co-operatives); establishing commodity values; auditing; engineering check of storage specifications and plans; *Agricultural Products Marketing Act; Agricultural Products Co-operative Marketing Act*, Canadian Agricultural Market Development Initiatives; *Advance Payments for Crops Act*.

DOA/MAE-260

Market Information Service

Description: The quality, quantity, price, inventories, sale and movement of products. *Storage Medium:* Machine-readable files.

DOA/MAE-265

Commodity Marketing

Description: Information on marketing advice to government departments and the agri-food industry. *Topics:* Communication with industry organizations and government departments; commodity marketing — reports, statistics, enquiries, policy; marketing advice.

DOA/MAE-270

Food Advisory Division

Description: Provides technical and food marketing information to the agri-food and foodservice industries and specialists in government, education and the media on the promotion, nutritive value, buying, storage and safe handling of agricultural foods. *Topics:* Enquiries related to Canadian agricultural foods; energy conservation in food preparation; food preparation (home and foodservice); surveys and projects; buying and safe food handling; nutritive value.

DOA/MAE-275

International Trade and Markets Information

Description: Information pertaining to the export of Canadian agri-food products, services and technology. *Topics:* Country Marketing Environment Reports; Foreign Missions Reports; reports of seminars and technical trade missions; Canadian agri-food trade with individual foreign countries; programs and services available to exporters; export marketing companies and organizations; agri-food sector of foreign countries. *Retrievability:* Files arranged by country, commodity and number. *Storage Medium:* Hard copy.

DOA/MAE-280

Co-operatives and Producers Marketing Organizations

Description: Information pertaining to co-operatives and producers' marketing organizations. *Topics:* Co-operation in Canada; Marketing Board Statistics; Co-operatives in International Trade; Directory of Agricultural Marketing Boards in Canada. *Retrievability:* Files arranged by organization, commodity, province and number. *Storage Media:* Hard copy and computer.

DOA/MAE-285

Retail and Foodservice

Description: Information on retail and foodservice sales and companies. *Topics:* Organization and structure; marketing techniques; number of outlets; subsidiary corporations; statistical profiles; gross sales. *Storage Medium:* Hard copy.

DOA/MAE-290

Processing

Description: Information on the processing of Canadian food and agricultural commodities. *Topics:* Import replacement (by Canadian products); energy use; facilities; technological development.

DOA/MAE-295

Distribution and Transportation

Description: Information on the distribution and transportation of Canadian food and agricultural commodities. *Topics:* Transportation problems — air, truck, rail, ship; containers for transportation purposes (availability and suitability).

DOA/MAE-300

Preparation of Briefing Papers

Description: Briefing papers on various agriculture-related trade policy questions for use by the Minister and senior officials of the Department. *Topics:* Import quotas; tariff changes; bilateral trade agreement negotiations; relations with less developed countries; food security; food reserves; other trade-related topics.

DOA/MAE-305

Compilation, Analysis and Dissemination of Trade Statistics

Description: Agricultural trade statistics derived from original data published by Statistics Canada. *Topics:* Canadian agricultural exports (by commodity and receiving country); Canadian agricultural imports (by commodity and source country); trade statistics. *Storage Medium:* Trade statistics are machine readable and available on microfiche.

DEPARTMENT OF AGRICULTURE

DOA/MAE-310

Economic Research on Commodity Markets and Agricultural Market Forecasting

Description: Information on the supplies, consumption, inventories, trade and prices of the major agricultural commodities produced in Canada and on the analysis of factors influencing the behaviour of markets for these commodities. *Topics:* Dairy and dairy products; livestock and livestock products; poultry and poultry products; fruit, vegetables, honey and maple products; special crops; grains, oilseeds and fodder crop. *Storage Medium:* Statistics on commodity prices, marketings, stocks, imports, exports, production and disposition are machine readable.

DOA/MAE-315

Agricultural Policy Issues

Description: Information on economic factors related to the supply, demand and pricing of agricultural commodities and on the development and analysis of economic policy alternatives for the government. *Topics:* Dairy and dairy products; livestock and livestock products; poultry and poultry products; fruit, vegetables, honey and maple products; special crops; grain and feed land policy development.

DOA/MAE-320

Market Intelligence

Description: Market analyses on the purchasing, processing and transportation of food. *Topics:* Food prices; food expenditures (consumer spending); processing and retailing. *Storage Medium:* Food prices, pricing forecast model and food consumption are machine readable.

DOA/MAE-325

Food Policy and Research

Description: Economic studies and policy advice on food markets. *Topics:* Food prices; processing and retailing, transportation; food demand and consumption; foreign ownership; regulations.

DOA/MAE-330

Agriculture-Related Data

Description: Economic data related to agriculture. *Topics:* Market commentaries (annual and monthly time series); monthly and annual trade data (prices and quantities); source data for Food and Agriculture Regional Model and the hog, slaughter cattle and cow/calf stabilization models (monthly, quarterly and annual time series); miscellaneous economic data on agriculture and food. *Retrievability:* Files arranged by AGSEC code or commodity (marketing and trade coding system).

DOA/COM-335

Programs

Description: Information on the Department's work disseminated through the press, radio, television, films, exhibits and displays and on agriculture-related information provided to the public upon request and public relations activities. *Topics:* Updates on policies, programs and regulations, review of research projects and promotion of special events and activities. *Storage Media:* News releases, radio tapes, short films, public interest messages for television, photographs, exhibits and displays.

DOA/COM-340

Operations

Description: Departmental publications (books, brochures, pamphlets) and periodicals. *Topics:* Technical information publications, consumer publications on horticulture, crops and livestock. *Storage Media:* Books, brochures, pamphlets, periodicals, graphic designs.

DOA/SDM-345

Producer Account Maintenance

Description: Information on transactions between grain buyers and producers under the provisions of the *Western Grain Stabilization Act*. *Topics:* Date of transaction; grade of grain; purchaser (name and location); quantity delivered; revenue paid; kind of grain. *Retrievability:* Files arranged by Canadian Wheat Board permit number.

DOA/SDM-350

Stabilization Payments and Levies

Description: Information on stabilization payments to grain producers and levies on grain sold. *Retrievability:* Files arranged by Canadian Wheat Board permit number.

DOA/SDM-355

Crop Insurance Program

Description: Information on federal assistance to provincially operated crop insurance programs that provide producers with income stability against specific crop loss risks. *Topics:* Federal-provincial agreements under the *Crop Insurance Act*; federal contributions to the provinces; annual report for the Minister under the *Crop Insurance Act*; provincial crop insurance program proposals, statistical reports, crop insurance annual reports and crop condition reports; audit reports; foreign crop insurance information.

DOA/SDM-360

Relief Assistance Programs

Description: Information on crop loss assistance programs that cover emergency situations not provided for under ongoing crop insurance programs. *Topics:* Federal-provincial agreements; crop loss assistance program details; federal contributions to programs; soil moisture and crop condition reports; audit reports.

DOA/SDM-365

Waterfowl Crop Damage Compensation Program

Description: Information on compensation for individual producers in Manitoba, Saskatchewan and Alberta who have suffered serious waterfowl crop loss damage. *Topics:* Federal-provincial agreements; federal contributions; the Crop Damage Prevention Program and policies; program studies; waterfowl crop damage compensation policies; program audit reports.

DOA/SDM-370

Prairie Farm Assistance

Description: Information on assistance to farmers in the western wheat area in the event of a district crop failure. *Topics: Prairie Farm Assistance Act*, 1939; claims and payments; program phase-out 1973-74; repeal of the Act, 1979; annual reports. *Special Access Note:* Operational records now stored at Public Archives in Winnipeg; administrative and policy records stored at headquarters.

DOA/SDM-375

International Liaison

Description: Information on liaison with international organizations, international agricultural intelligence and bilateral relations with foreign countries, including visits and missions. *Topics:* Food and Agriculture Organization (FAO); World Food Program; World Food Council; Inter-American Institute for Agricultural Co-operation (IICA); OECD Committee for Agriculture; Memoranda of Understanding on Agricultural Co-operation; foreign visits; agricultural missions.

DOA/SDM-380

Industry and Non-governmental Organization Liaison

Description: Identification of and profiles on major national and international non-governmental organizations (NGOs); liaison with major NGOs; establishing contacts and attending meetings with representatives of these NGOs. *Topics:* Provincial, national and international NGOs; conferences and meetings; government liaison — NGOs.

DOA/SDM-385
Civil Emergency Planning
Description: Information on preparedness plans to ensure adequate inspection and regulation of agricultural products and services in the event of a national emergency. *Topics:* Liaison in emergency planning matters with Privy Council Office and Emergency Planning Canada, other federal departments, provincial departments of agriculture, U.S. Department of Agriculture and NATO; orientation training in Agricultural Emergency Planning.

DOA/SDM-390
International Agricultural Projects (CIDA)
Description: Information on certain technical assistance projects in developing countries in conjunction with the programs of the Canadian International Development Agency (CIDA). *Topics:* Project descriptions; reports; administration guidelines.

DOA/SDM-395
International Agricultural Assignments
Description: Information on the staffing of overseas agricultural projects carried out by Agriculture Canada, CIDA and various international agencies. *Topics:* International agency job vacancy notices (Food and Agriculture Organization, WEP, OECD, etc.); roster of individuals interested in international assignments; international vacancy notices — CIDA projects.

DOA/SDM-400
Technical Assistance
Description: Information on departmental policy in reference to technical assistance abroad in the agricultural sector. *Topics:* Technical assistance; international agricultural issues (e.g., North-South dialogue); industrial co-operation.

DOA/SDM-405
World Food Day Secretariat
Description: Information on the co-ordination of Canada's observance of World Food Day, including participation from the provinces and other federal departments as well as other organizations concerned to ensure secure food supplies for food-deficient countries. *Topics:* Meetings — National World Food Day Steering Committee, World Food Day Co-ordinating Committee and Information Working Groups; World Food Day poster, logo, theme initiatives.

DOA/SDM-410
Strategic Planning
Description: Information on strategic issues and challenges facing the agri-food system and the Department.

DOA/SDM-415
Program Evaluation
Description: Information on the evaluation of departmental programs. *Topics:* Description and objective; analysis of effectiveness.

DOA/RDB-420
Crop Production Improvement
Description: Information on the improvement of crop production efficiency and quality of crops. *Topics:* Program planning; weather and climate studies; federal-provincial programs; development assistance programs; crop production planning and programs; weed and pest control (e.g., wild oats); production constraint identification; advisory services — liaison with governmental and non-governmental organizations; land and water resources studies; cost of production studies.

DOA/RDB-425
New Crop Development
Description: Information on the development and adaptation of new crop varieties and production practices. *Topics:* Evaluation of new varieties; economic and physical feasibility; field trials and demonstrations; financial assistance to project sponsors (e.g., administration of New Crop Development Fund).

DOA/RDB-430
Records of Performance (Livestock)
Description: Information on recording and evaluation systems to promote production, efficiency and quality. *Topics:* Breeders; genetic improvement; dairy production; livestock growth rate, reproductive performance.

DOA/RDB-435
Showcase Herd Maintenance
Description: Information on a showcase herd of beef and dairy cattle, sheep and swine maintained to demonstrate to the Canadian public and potential foreign livestock buyers and visitors the quality and genetic potential of Canadian livestock. *Topics:* Production tested under the National Record of Performance Programs and type-classification for dairy and beef cattle; technical information for promotional purposes for all livestock species; foreign exhibition promotional program for livestock.

DOA/RDB-440
Sire Loan Programs
Description: Information on financial and professional support for the identification, promotion and improvement of genetically superior breeding stock through the loan of superior sires. *Topics:* Procurement of sires; loan arrangements; guidance and advice — breeding, feeding and management of livestock, progress evaluation; breeder associations.

DOA/RDB-445
Fairs Program
Description: Information on the promotion, improvement and identification of genetically superior breeding stock. *Topics:* Financial and professional support; livestock classification.

DOA/RDB-450
4-H Programs
Description: Information on financial and professional support for the development of Canadian youth interest in agriculture through 4-H clubs. *Topics:* Shared-cost agreements; grants; public relations; club program monitoring.

DOA/RDB-455
Authentication of Purebred Livestock
Description: Information on financial and professional support for the identification, promotion and improvement of genetically superior breeding stock through the authentication of purebred livestock. *Topics:* Livestock registration authentication; livestock associations; *Livestock Pedigree Act*.

DOA/RDB-460
Stockyard Administration
Description: Information on efforts to ensure that users of designated stockyards receive or pay a price that reflects the demand for the class of livestock traded on any given day. *Topics:* Stockyard registrations; shippers, trust accounts; *Livestock and Livestock Products Act;* supervision of auction marts; consultation with industry; buyers and sellers; Dealer's Bonds.

DOA/RDB-465
Farm Improvement Loans
Description: Information on the administration of the *Farm Improvement Loans Act* to assist in meeting the credit needs of

Canadian farmers. *Topics:* Loan program management — reports, claims, remittances; guidelines; policy; borrower default analysis. *Retrievability:* Reports of loans made are filed by borrower and lending period. *Storage Medium:* Reports are machine readable.

DOA/RDB-470

Farm Business Management

Description: Information on advice and expertise to improve farm business practices and production management. *Topics:* Project identification and evaluation; production cost data; managerial and financial systems; information catalogues; technology transfer programs; production management.

DOA/RDB-475

Feed Freight Assistance Adjustment Fund

Description: Information on the Feed Freight Assistance Adjustment Funds in Ontario, Quebec and British Columbia. *Topics:* Contracts; claims; project monitoring — control and evaluation.

DOA/RDB-480

Agricultural Development Analysis and Co-ordination

Description: Information on a coherent national framework for agricultural development with specific reference to market orientation, research projects, and technology transfer. *Topics:* Provincial reviews (agricultural profiles); research program evaluation; transfer of technology; market development; economic and social statistics; Agricultural Development Subsidiary Agreements; program and project assessments. *Retrievability:* Files arranged by subject, program and year.

DOA/RDB-485

Agricultural Development Policy and Analysis

Description: Policy-oriented analyses of agricultural development issues. *Topics:* Farm costs and incomes; agricultural stabilization; development strategy; energy in agriculture; farm labour programs; land-use policy; farm credit policy; agricultural taxation.

DOA/RDB-490

Economic Intelligence

Description: Economic intelligence on agricultural production and inputs. *Topics:* Farm input prices; farm costs and incomes.

DOA/RDB-495

Regional Offices — Regional Development Branch

Description: Information on agricultural development in each region of Canada; preparation of industry profiles and commodity strategies; development and management of regional programs; consultation and co-ordination with federal, provincial and private sector agencies. *Topics:* Provincial policies, programs, issues; regional development strategies; federal programs and federal/provincial agreements subsidiary to ERDA; and liaison and consultation activities.

DOA/RDB-500

Status of Women — Assistant Deputy Minister's Office

Description: Information on status of women activities related to agriculture (rural and agricultural) in Canada. *Topics:* Government policy; convention on the elimination of all forms of discrimination; rural issues; conferences, workshops and liaison activities; farm women's groups in Canada.

DOA/PFA-505

Agricultural Service Centres Agreements (ASCA) Program

Description: Information relating to the provision of financial and technical assistance for the construction of municipal water and sewer facilities in designated communities in the prairie provinces. *Topics:* Policy; agreements; financial planning; implementation committee; loan amortization reports; individual project files; individual service, supply and construction contract file related to each individual project file.

DOA/PFA-510

Land-Use Program — Community Pastures

Description: Information relating to the operation and administration of PFRA community pastures, the conservation of land resources, the reduction of the impact of drought, the stabilization of western beef breeding herds, the improvement in the quality of beef cattle and the provision of supplemental grazing for farmers. *Topics:* Pasture agreements; agreements; community pastures on Indian reserves and in the Northwest Territories; cattle brands; pasture breeding services; wildlife control; control of pests by the application of pesticides and herbicides; animal health; land purchase program; pasture improvements; ecology and preservation of grasslands; land development program; dugout excavation and dugout enlargement; grazing applications and allotment notices; individual service, supply and construction contract files related to each individual project file.

DOA/PFA-515

Water Development Program

Description: Information relating to the provision of financial and technical assistance to individuals and communities for the development of water and land resources; the establishment of on-farm and community water supplies, including dugouts, stockwatering dams and irrigation schemes as well as farm wells; and the provision and distribution of tree seedlings and cuttings to farmers and government agencies. *Topics:* Community Wells Program, agreements; dugouts and small dams; irrigation; submissions for community projects; farm well program; individual project files; applications for water development grants.

DOA/PFA-520

Engineering Services Projects

Description: Information relating to the investigation, planning, design, construction and maintenance of various works pertaining to water development, irrigation and infrastructure programs in the prairie provinces; and the provision of technical assistance to other federal departments and provincial governments with respect to water resource planning and management. *Topics:* Agreements; Community Wells Program; irrigation; drainage and flood control; dam maintenance; engineering assistance; safety inspection and investigation; individual project files; individual service, supply and construction contracts related to each individual project file.

DOA/PFA-525

South Saskatchewan River Project

Description: Information on the construction, operation and maintenance of the Gardiner and Qu'Appelle River Dams forming Lake Diefenbaker in accordance with an agreement between Canada and Saskatchewan dated July 25, 1958. *Topics:* Policy; agreement; damage claims and adjustments; educational arrangements; photography; publicity; inaugural ceremonies; water analysis; buildings and lands; equipment; finances; personnel; development boards; contracts; dams and reservoirs; irrigation; power facilities; recreational facilities; reports on climate, economics, engineering, power, soils and recreational features.

DOA/PFA-530

South-West Saskatchewan Irrigation Projects

Description: Information on the construction of twenty-seven water storage reservoir and six irrigation projects in southwest Saskatchewan. Four of the reservoirs have been turned over to the province while the remainder continue to be maintained and operated by PFRA. The irrigation projects are located at Consul, Eastend, Maple Creek, Rush Lake, Val Marie and West Val Marie. *Topics:* Assignments and agreements for sale of land; letters patent; drainage; leases; application for land; spring runoff records; land levelling; letters to debtors; individual project files; individual construction contract files related to the project files.

DOA/PFA-535
Alberta Irrigation Rehabilitation Program
Description: Information on the Alberta Irrigation Rehabilitation Agreement of 1973 providing for the transfer to Alberta of Canada's interest in the St. Mary and Bow River irrigation projects and for financial contributions by Canada for the rehabilitation of irrigation works in Alberta. *Topics:* Implementation Board; agreements; finance; drainage; irrigable areas; land; individual project files; individual service, supply and construction contracts related to each individual project file.

DOA/PFA-540
Assiniboine River Diking Program
Description: Information relating to the construction of a system consisting of about 160 km of dikes to control flooding along the Assiniboine River between Portage la Prairie and Winnipeg and the operation and maintenance of these dikes. *Topics:* Advisory Board agendas and minutes of meetings; Property and Land Committee of the Advisory Board; Saskatchewan Lands Tripartite Committee of the Advisory Board; Cost Sharing Committee of the Advisory Board; land; individual service, supply and construction contract files.

DOA/PFA-545
Demonstration Farm
Description: Information relating to the operation of the Demonstration Farm at Outlook, Saskatchewan, which is a focal point within the South Saskatchewan River Irrigation Project and where management techniques can be evaluated for a wide range of new and established crops. It provides specialized information to the agricultural industry on irrigation, drainage, special crops, fertilizers, weed control and special equipment. *Topics:* Vegetable Project Committee; reports on various crops; land.

DOA/PFA-550
Tree Nursery Program
Description: Information relating to the operation of the Tree Nursery at Indian Head, Saskatchewan, established in 1902 by the Department of the Interior and transferred to PFRA in 1963. The program involves the production and distribution of tree seedlings for farmstead and field shelterbelt plantings throughout the prairie provinces. *Topics:* Water supply; roads and utilities; irrigation; buildings; landscaping; domestic water agreement with the Town of Indian Head Land; shelterbelts; tree distribution policy.

DOA/PFA-555
Interim Subsidiary Agreements (ISA)
Description: Information relating to the provision of financial and technical assistance for drought proofing and sensitivity studies, investigation and implementation of water supply projects in Manitoba and Saskatchewan. *Topics:* Policy; agreements; finance; boards and committees; individual project files; individual service, supply and construction contract files related to each individual project.

DOA/PFA-560
Soil Conservation Programs
Description: Information relating to the analyses and discussions of land degradation issues on the Canadian prairies, together with activities established to deal with such problems at the farm level. *Topics:* Pilot project reports; soil conservation committees; Dryland Salinity Control Association; individual project files; letters to government agencies and farm organizations; conservation workshops.

DOA/CGC-565
Grain Inspection Operations
Description: Information on the inspection and grading of samples of grain and grain screenings obtained by Commission employees or submitted by members of the grain industry under the *Canada Grain Act* or Canada Grain Regulations. *Topics:* Grades of samples submitted; grades of terminal elevator receipts; special treatment of grain in terminal elevators; elevator inspections and infestation control; grain shipments from terminal and transfer elevators; primary and export standard samples; reinspections. *Special Access Note:* The files are located in Winnipeg and in district offices.

DOA/CGC-570
Economics and Statistics Operations
Description: Economic and statistical information on grain handling and storage, the auditing of elevator operations, and the control of licensing and insuring of elevators under the *Canada Grain Act*. *Topics:* Grain handling and storage statistics for licensed elevators; audits of operations of terminal and transfer elevators; licensing of elevators, insurance and guarantee bond; grain inspected and weighed at terminal elevators; individual grain transactions at terminal elevators; prices received by western producers; policy analysis and recommendations. *Special Access Note:* Records are located in Winnipeg.

DOA/CGC-575
Grain Research
Description: Information on the quality of cereal grains and oilseeds. *Topics:* Enquiries, consultations, advice and reports; quality assessment of new crops; grain cargo composite monitoring; evaluation of new varieties; protein testing; scientific testing of cereals and oilseeds; research in cereal and oilseed chemistry; moisture meter standardization; evaluation and development of new testing methods. *Special Access Note:* Records are located at the Winnipeg office.

DOA/CGC-580
Weighing of Grain
Description: Information on the supervision of grain weighing at terminal and transfer elevators to ensure adherence to the provisions of the *Canada Grain Act* and Regulations. *Topics:* Weighing exception reports; scale equipment inspection; weigh-over of elevator stocks for audit; investigation of complaints related to weight; weighing facilities — planning and control. *Special Access Note:* Records are located at Winnipeg and at district offices.

DOA/CGC-585
Policy Development and Co-ordination
Description: Information on the administration of the *Canada Grain Act* and the *Grain Futures Act;* issuing of regulations and orders; advising the Minister on matters relating to grain handling; collection of revenues; and co-ordination of functions of all divisions within the Canadian Grain Commission. *Topics:* Operations audit of grain handling in Canada; *Canada Grain Act* and Regulations; *Grain Futures Act* and Regulations; Canadian Grain Commission orders and directives to the grain trade; collection of revenue; financial statement; supervision of grain futures trading; Grain Appeal Tribunal; Canadian government elevators (privatized 1979-81). *Storage Medium:* Financial statement is machine readable. *Special Access Note:* Records located in Winnipeg; operations audit at regional offices; and Canadian Government Elevator files at Public Archives.

DOA/APB-590
Agricultural Products Transaction
Description: Information on agricultural product transactions under the provisions of the *Agricultural Products Board Act*. *Topics:* Purchase and sale agreements; processing, storage and transportation of agricultural products; foreign assistance programs. *Retrievability:* Files arranged by commodity, year and procedure.

DOA/ASB-595
Commodity Price Support Programs
Description: Information on support prices for agricultural products under the provisions of the *Agricultural Stabilization Act* and details of payment programs. *Topics:* Support price (related data,

correspondence, reports, producer costs, market return statistics); payment program (deficiency payments, eligibility criteria).

DOA/ASB-600
Subsidy Claims and Payments
Description: Information on claims for subsidies from individual producers.

DOA/CFS-605
International Forestry Relations
Description: Information on international forestry programs to share resource management knowledge and to provide scientific and technical advice on forestry management and forest products development; and on Canada's international organization; individual countries. *Storage Medium:* Paper.

DOA/CFS-610
Forestry Initiatives and Relations
Description: Information on federal forestry programs to meet the present and future economic and social needs of Canadians; bilateral and multilateral forestry agreements on behalf of the federal government and the Canadian Forestry Service with provincial governments, universities, private forestry concerns,and forestry associations, scientific and technical forestry advisory service to federal ministers and departments, provinical governments, universities, private forestry concerns, forestry associations, and members of the public. *Storage Medium:* Paper.

DOA/CFS-615
Identification of Problems and Opportunities
Description: Information on the world and domestic supply and demand for forests and the products of the forest industry, and the impact of these activities on the environment. *Topics:* Forest economic and technical statistics, information files of forests, forestry and the forest industry and other uses of the forest. *Storage Medium:* Paper.

DOA/CFS-620
Assessment and Interpretation
Description: Information on the analysis, interpretation and application of economic and scientific forestry principles to the identification, clarification or solution of forestry and forestry-related problems. *Topics:* policies of the Canadian Forestry Service (CFS) — Federal Outdoor Recreation Policy, National Forest Policy, CFS Policy, Provincial Forest Policies, Federal Forest Policy, Forest Protection Assistance Policy, Transportation Policy, CFS Communications Policy, International Forest Policy. *Storage Medium:* Paper.

DOA/CFS-625
Forestry Statistics and Systems
Description: Quantitative data on location and area of forest lands, volume of forests, their growth, losses and harvests; forest products in Canada and other countries. *Topics:* World Forestry Data Program; Canadian Forestry Data Program; Federal Forestry Data Program; Forestry Data Systems Program; committees; boards. *Storage Medium:* Paper.

DOA/CFS-635
Forestry Subvention Program
Description: Information on external research and development through contracts, contributions and grants, supported through membership in appropriate technical committees and associations, for vital forestry activities where corresponding in-house research and development facilities do not exist. Also maintenance of forestry expertise centres in Canadian universities. *Topics:* Energy from forest resources; wood-anatomy, bonding, chemistry, chemical use, chippers and chips, composites (wood with other materials), construction, dielectric and non-dielectric heating, glues and gluing, grades, codes and standards, identification, wood logs and logging equipment; logging-quality studies, lumber: wood manufacturing secondary conversion, secondary products; miscellaneous wood products; wood packaging; wood paints and codes; wood physics; plywood and veneer; wood preservation; pulp and paper; wood sawmilling equipment; wood seasoning; wood supply; wood testing services; timber engineering-fasteners; timber engineering, physics; underutilized and problem species. *Storage Medium:* Paper.

DOA/CFS-640
Tree Seed — Improvement Research
Description: Research on tree reproductive structures and seeds in support of the production procurement and processing of seed forestation. Information on the management of seed orchards and seed production areas. Information on the selection and improvement of the various commercial tree species of Canada, the development of exotic species for use in Canada, and in-depth genetic characterization and utilization of these tree species. *Topics:* Tree cone and seed physiology; core crop periodicity and forecasts; cone collection and handling; seed processing physiology; cone crop periodicity and forecasts; cone collection and handling; seed processing, storage testing and certification; seed orchards and seed production areas, seed certification; seeds legislation and rules; requests for seeds; tree genetics; forest genetic, tree improvement — Canadian Tree Improvement Association. *Storage Medium:* Paper.

DOA/CFS-645
Reforestation Research
Description: Information on the preparation of cutover areas and other sites for natural seeding or artifical reforestation; the production of bareroot or container seedlings; and direct seeding or planting by hand or machine; also nursery establishment and seedling production statistics. *Topics:* Site preparation by prescribed burning or mechanical scarification; natural regeneration including seed dispersal, germination and germinant establishment; production and handling of bareroot seedlings or transplants, or of container seedlings; direct seeding methods and operations; seedling planting methods and operations; regeneration surveys; seedling physiology stock quality and standards. *Storage Medium:* Paper.

DOA/CFS-650
Genetics
Description: Information on the selection and improvement of the various commercial tree species of Canada, the development of exotic species for use in Canada, and in-depth biotechnology, quantitative genetics and tissue culture.

DOA/CFS-655
Tree and Stand Growth Research
Description: Information on the growth, physiology and development of various tree species grown in Canada for the production of wood, fibre or energy. *Topics:* Tree growth, stand growth, biology, physiology, reproduction — growth and yield; geomorphologic silviculture-silvics of species — fertilization, soils. *Storage Medium:* Paper.

DOA/CFS-660
Management Systems for Production Forestry
Description: Information on forest management practices such as thinning; forest inventory through conventional and remote sensing methods; mechanized silviculture and harvesting; and research on long-term predictions of forest productivity. *Topics:* Forest productivity; forest inventory; economics; fire management; harvesting; land classification and mapping; forest land management; multiple use management; remote sensing; salvage operations; silviculture-cutting, effects of mechanized logging, fertilization, thinning and stand tondings, herbicides, statistics, prescribed burning, inventory and measurements. *Storage Medium:* Paper.

DEPARTMENT OF AGRICULTURE

DOA/CFS-665
Forest Fire Research
Description: Research into fire control (suppression), management, behaviour, ecology and prevention, information relating to the development, testing and evaluating of forest fires, fire fighting equipment. *Topics:* management, behaviour, ecology, environment, risk danger, damage and appraisal, weather, detection, prevention, bombing (air attack), retardants and suppression equipment; and prescribed burning. *Storage Medium:* Paper.

DOA/CFS-670
Insects and Disease Research
Description: Information on damage caused to forests by insects or diseases (any variation to the normal physiology or anatomy of the tree caused by agents other than insects), the biology of forest pests and control methods. *Topics:* Listing of specific forest insect pests — spruce budworm, winter moth, bark beetles, gypsy moth, balsam woolly aphid, birch casebearer, birch leafminer, European pine sawfly, European pine shoot moth, fall webworm, larch casebearer jack pine budworm, larch sawfly, mountain ash sawfly, satin moth and pathological problems. Biological control through CIBC; biological control with bacillus thuringiensis; pinewood nematode and other virus insect parasites; chemical control; scleroderris canker — Dutch elm disease, dwarf mistletoe, pesticides, pheromones; pine wood nematode. *Storage Medium:* Paper.

DOA/CFS-675
Forest Environment Research
Description: Information on the effect of forestry practices on the environment; includes harvesting practices, road building, clear cutting, and other management systems used for production forestry; also effects of ARTAP (acid rain) and other pollutants on forests. *Topics:* Conservation; energy; environmental concerns; prescribed burning; forest-fire management; harvesting; forest management; multiple-use management; land-use planning, acid rain, forest decline, surveillance for acid rain damage to forest (Acid Rain National Early Warning System); pollution; pollution abatment; salvage operations; silviculture — herbicides, site preparation; soils; hydrology, baseline studies, watershed research. *Storage Medium:* Paper.

DOA/CFS-680
Forest and Plant Ecology
Description: Information on the processes of change in the forest and plant communities found in Canada and the related research carried out by the CFS. *Topics:* biology; forest types; forest ecology and productivity; fire ecological effects; forest succession, silviculture-silvices of species, weed management; soils.

DOA/CFS-685
Forestry Development and Communications Directorate
Description: The Forestry Development and Communications Directorate is responsible for promoting and monitoring the effective socioeconomic development of Canada's forest resource through national leadership in its management and the enchancement of its labour force. It also stimulates increased quality and quantity of forest management; promotes increased forest management on federal Crown lands; co-ordinates the delivery of forestry programs and services by regional offices and other agencies on these lands; provides a range of communication services in support of the CFS; establishes a dialogue with designated publics in Canada and abroad on the forest resource, its management and CFS activities; fosters the development of a skilled forestry labour force; provides information on trends affecting human resources in forestry; and promotes national policies and programs in co-operation with government agencies and the private sector. *Topics:* operations (by province), forest development agreements (by province), forest sector profiles (description of forest resource lease — industry activities), federal forestry management programs within provinces and regional issues; job development related to the forestry industry, employment impact studies related to forestry, forest management of DND lands, Indian lands and other federal lands; scientific and technical publications; ministerial speeches, press releases, Cabinet documents, memorandums of understanding, pamphlets and brochures relating to forestry topics and issues; studies on the forest sector; economical and statistical core information.

DOA/CFS-690 *Formerly Identified as:* DOA/CFS-630
Public Awareness
Description: Information on the promotion of public awareness, appreciation of Canada, forest, wildlife and water, and natural environment through Ecatour Maps — designed for use by the travelling public, including a description of the natural and human forces that have shaped the landscape, and elaboration on features of particular interest. *Note:* Ecatour Maps of the Trans-Canada Highway from St. John's, Newfoundland to Victoria, British Columbia, other maps of routes of particular scenic, historic or ecological significance.

ATLANTIC PILOTAGE AUTHORITY

Chapter 3

ATLANTIC PILOTAGE AUTHORITY

ATLANTIC PILOTAGE AUTHORITY
(APA)

OPERATIONS DIVISION

005 Pilotage Services
010 Tariffs

ACCESS TO INFORMATION
CO-ORDINATOR
ATLANTIC PILOTAGE AUTHORITY
SUITE 1203
BANK OF MONTREAL TOWER
5151 GEORGE STREET
HALIFAX, NOVA SCOTIA
B3J 1M5

ATLANTIC PILOTAGE AUTHORITY

Background

As a result of recommendations made by the Royal Commission on Pilotage in Canada, the *Pilotage Act* was assented to by Her Majesty and the Governor-in-Council and proclaimed on February 1, 1972. The Act created pilotage regions with specific authorities, thereby replacing a large number of local pilotage districts. The four pilotage authorities — Atlantic, Laurentian, Great Lakes and Pacific — are Crown corporations, responsible to Parliament through the Minister of Transport.

The Atlantic Pilotage Authority, pursuant to the *Financial Administration Act* in Schedule SC 1983-84, 31, was designated a Schedule "C" Part I Crown corporation. It was first incorporated in 1972.

Laws and Regulations

- Canada Shipping Act
- Pilotage Act
- General Pilotage Regulations
- Atlantic Pilotage Regulations
- Authority By-Laws

Overall Responsibilities

The role of the Authority is to establish, operate, maintain and administer, in the interests of safety, an efficient and economic pilotage service within its geographic boundaries — all coastal waters in the Atlantic region. As a further goal, the Authority prescribes tariffs for pilotage charges that are to be fair, responsible and consistent with providing sufficient revenues to permit the Authority to operate on a self-sustaining financial basis.

Access Procedures

All formal requests under the *Access to Information Act* should be directed to

Access to Information Co-ordinator
Atlantic Pilotage Authority
Suite 1203
Bank of Montreal Tower
5151 George Street
Halifax, Nova Scotia
B3J 1M5
Telephone: (902) 426-2550

Administration Division

The purpose of this division is to provide administrative and financial services as required to operate within accepted corporate business procedures.

Manuals

- Accounting Procedures
- Administrative Directives
- Pilotage Tariffs

Operations Division

The responsibility of this division is to provide pilotage services by assigning and dispatching qualified pilots to ships navigating within the boundaries of the Atlantic Pilotage Authority.

Manuals

- Collective Agreements
- Working Rules
- Accident Reports and Investigations
- Pilot Licence Register
- Service Contracts
- Dispatching Procedures

Classes of Records

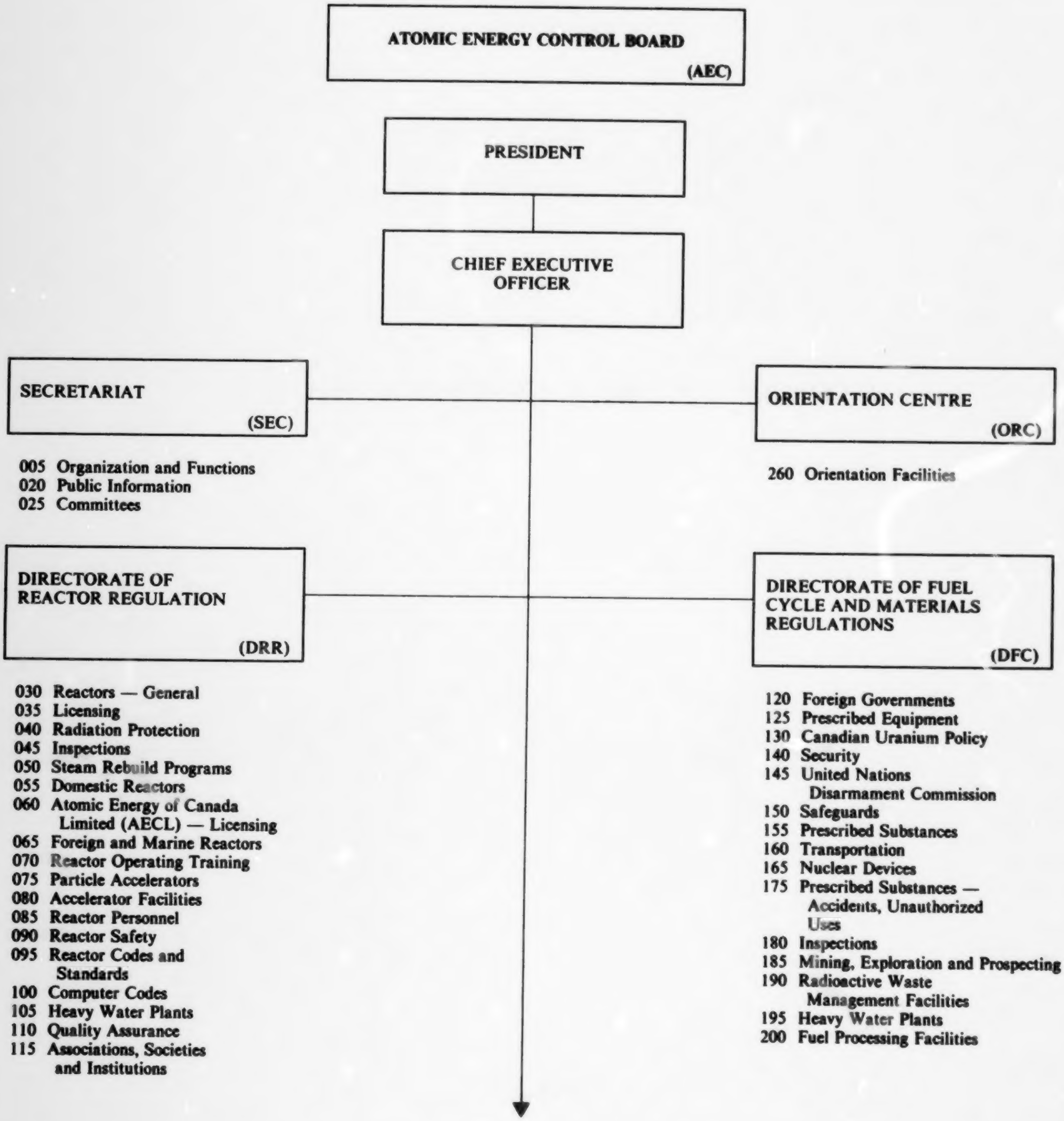
APA/OPD-005
Pilotage Services
*Description:*Information on the provision of pilotage services within the Atlantic region. *Topics:*Dispatching records; pilotage licenses; tariff charges; assignments of pilots to vessels; accident reports; collective agreements; international shipping affairs.

APA/OPD-010
Tariffs
*Description:*Information on the setting of tariffs for the provision of pilotage services; also the conduct and results of negotiations concerning the setting of tariffs in various districts throughout the region as well as results of Canadian Transport Commission hearings.

ATOMIC ENERGY CONTROL BOARD

Chapter 4

ATOMIC ENERGY CONTROL BOARD



ATOMIC ENERGY CONTROL BOARD (AEC)

PRESIDENT

CHIEF EXECUTIVE OFFICER

SECRETARIAT (SEC)

005 Organization and Functions
020 Public Information
025 Committees

ORIENTATION CENTRE (ORC)

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DIRECTORATE OF REACTOR REGULATION (DRR)

030 Reactors — General
035 Licensing
040 Radiation Protection
045 Inspections
050 Steam Rebuild Programs
055 Domestic Reactors
060 Atomic Energy of Canada Limited (AECL) — Licensing
065 Foreign and Marine Reactors
070 Reactor Operating Training
075 Particle Accelerators
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085 Reactor Personnel
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100 Computer Codes
105 Heavy Water Plants
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115 Associations, Societies and Institutions

DIRECTORATE OF FUEL CYCLE AND MATERIALS REGULATIONS (DFC)

120 Foreign Governments
125 Prescribed Equipment
130 Canadian Uranium Policy
140 Security
145 United Nations Disarmament Commission
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155 Prescribed Substances
160 Transportation
165 Nuclear Devices
175 Prescribed Substances — Accidents, Unauthorized Uses
180 Inspections
185 Mining, Exploration and Prospecting
190 Radioactive Waste Management Facilities
195 Heavy Water Plants
200 Fuel Processing Facilities

ATOMIC ENERGY CONTROL BOARD

PLANNING AND ADMINISTRATION BRANCH
(PAB)

205 Co-ordination and Planning
210 Emergency Planning Activities
215 International Organizations
220 Nuclear Liability
225 Federal Departments
230 Atomic Energy Legislation
235 Atomic Energy Control Regulations
240 Provincial Governments

REGULATORY RESEARCH BRANCH
(RRB)

245 Health Physics
250 Safeguards Support Program
255 Regulatory Documents

ACCESS TO INFORMATION
CO-ORDINATOR
ATOMIC ENERGY CONTROL BOARD
P.O. BOX 1046
STATION B
OTTAWA, ONTARIO
K1P 5S9

ATOMIC ENERGY CONTROL BOARD

Background

The Atomic Energy Control Board (AECB) was established in 1946 by the *Atomic Energy Control Act*. It is the federal regulatory agency responsible for the control of health, safety, and national and international security aspects of prescribed atomic energy substances and items, and nuclear facilities. The Board reports to Parliament through a designated Minister and is a departmental corporation within the meaning and purpose of the *Financial Administration Act*.

Laws and Regulations

- Atomic Energy Control Act, RSC 1970, c.A19
- Nuclear Liability Act, RSC 1970, c.29 (1st supplement)

Overall Responsibilities

The Board controls the development, application and use of atomic energy, both through the authority of the Act and through regulations approved by the Governor in Council. It operates a comprehensive licensing system that covers all aspects of nuclear facilities, prescribed substances and equipment, to assure that such substances and equipment are used with proper consideration for health, safety and security. The Board's licensing system is administered with the co-operation of other federal and provincial government departments concerned with health, the environment, transport and labour, which have similar or relevant responsibilities.

Organization

The Board consists of five members. One of these members is appointed President and Chief Executive Officer and is the only full-time member. The President of the National Research Council of Canada is an *ex officio* member of the Board. The three remaining members are chosen from business and professional fields related to nuclear energy.

Reporting to the President of the Board are the Secretariat, the directorates of Reactor Regulation, and Fuel Cycle and Materials Regulation, and the branches of Regulatory Research, and Planning and Administration. The Orientation Centre, while not a part of the board staff organization, also reports to the President. A legal adviser, Official Languages Adviser and a Medical Liaison Officer report directly to the President.

The Corporate Management of the AECB is carried out by the Executive Committee, which consists of the President and the senior officer of each of the five major organizational units of the AECB. This Committee is responsible for the overall planning to meet the Board's strategic objectives and establish operating policies that are recommended for adoption by the Board.

The Board's head office is located in Ottawa where the majority of staff are stationed. There presently exist three regional offices; one in Mississauga, Ontario, one in Calgary, Alberta and one in Laval, Québec. These three offices are staffed by compliance inspectors who perform licensee inspections in southern Ontario, western Canada and Québec and eastern Canada respectively.

The AECB also has staff members located at nuclear reactor sites and in the Elliot Lake (Ontario) mining area. The prime role is to carry out inspections and maintain surveillance over the licensed facilities in these locations.

General Information

Requests for technical information, and enquiries concerning the AECB's role, organization, programs and services may be addressed to the AECB Office of Public Information. (Addresses and telephone numbers are listed below.)

The AECB also has a public documents room at head office where documents related to licensing, consultative document comments, Board Minutes and other records may be viewed by the public. Library services are also available.

The Office of Public Information issues annually a publications catalogue available to the public free of charge, which lists all technical reports, papers, speeches, regulatory documents, news releases, information bulletins, notices and miscellaneous documents published by the AECB in the past five years. Most AECB publications are free.

Please direct all requests or telephone calls to

Head Office

Atomic Energy Control Board
270 Albert Street
P.O. Box 1046
Station B
Ottawa, Ontario
K1P 5S9
Telephone: (613) 995-5894

Southern Ontario Regional Office

Atomic Energy Control Board
33 City Centre Drive
Suite 351
Mississauga, Ontario
L5B 2N5
Telephone: (416) 270-0185

Western Regional Office

Atomic Energy Control Board
Government of Canada Building
Suite 850
220-4th Avenue S.E.
Calgary, Alberta
T2P 3C3
Telephone: (403) 231-5181

Eastern Regional Office

Atomic Energy Control Board
Suite 220
2 Place Laval
Ville Laval, Québec
H7N 5N6
Telephone: (514)667-6360

Access Procedures

Formal requests under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator
Atomic Energy Control Board
P.O. Box 1046
Station 'B'
Ottawa, Ontario
K1P 5S9
Telephone: (613) 995-5910

Orientation Centre

Specialists of the Orientation Centre provide advice, orientation, training and assistance to regulatory agencies in foreign countries that have purchased or are potential purchasers of CANDU reactors. The group reports to the president for administrative purposes only, and is funded separately from AECB programs.

Secretariat

The Secretariat embraces the functions of the secretary to the Board, relations with the office of its designated minister, parliamentary committees and enquiries, the Office of Public Information, and the Advisory Group Secretariat.

Office of the Secretary

The Board secretary's main function is to provide liaison between Board members and AECB staff. The secretary's duties include organizing and administering board meetings and taking appropriate follow-up action, managing the system of staff documents presented to the Board, and conducting the correspondence of the Board. The secretary also maintains a record of all business transactions by the Board, maintains communication and co-ordination among Board members, the Minister's office, Parliamentary committees and central agencies, and carries out other duties as assigned by the Board or the President.

Office of Public Information

The office is responsible for responding to requests from outside contacts for technical or other information, and for informing the public of significant matters through the news media and other communication vehicles. Mailing lists are maintained for the distribution of news releases, the annual report, consultative documents, board minutes and the publications catalogue. The office is also the AECB's publisher and contact for all free documentation. The Language Service unit within the office facilitates service to the public in French-language printed matter.

Directorate of Reactor Regulation

This directorate has the prime responsibility for the regulation of power and research reactors and accelerators. It evaluates applications for licences against the safety standards and requirements that the AECB has set, and grants licences and monitors licensee operations to ensure compliance with Board regulations and requirements at all times. It also conducts examinations for reactor operators and provides specialist input into the review of all nuclear facilities.

Power Reactor Divisions A and B

These divisions ensure that the design, construction, commissioning and operation of power reactor facilities are carried out in a manner consistent with accepted national and international standards of safety; and that the radiological impact of these facilities upon operators, the public and the environment is as low as is reasonably achievable.

Operator Certification and Research Facility Division

This division ensures that staff certified for AECB-authorized positions at licensed nuclear facilities possess the necessary knowledge and training to perform their role in the safe operation of the facilities. It also ensures that the design, construction, commissioning and operation of research, reactor and accelerator facilities meet accepted international standards of safety, and that the radiological impact of these facilities upon operators, the public and environment is as low as is reasonably achievable.

Safety Evaluation Division

This division carries out the detailed scientific and engineering assessments of nuclear facilities and prescribed substances in Canada, or under Canadian control, from the design stage through construction, operation and de-commissioning. It also assists in the development of requirements for safety and licensing of nuclear facilities.

Components and Quality Assurance Division

This division ensures the establishment and implementation of reactor quality assurance and standards programs, and the regulatory control of pressure-retaining components.

Directorate of Fuel Cycle and Materials Regulations

The directorate is responsible for evaluating applications for licences, licensing, and compliance monitoring of uranium mines, refineries and conversion plants, nuclear fuel fabrication plants, heavy water plants, radioactive waste management facilities, and the use of radioisotopes. It also implements domestic and international nuclear materials safeguards programs.

Safeguards and Security Division

This division controls the import, export, production and use of prescribed substances, items and technology in order to ensure the implementation of Canada's policies on the non-proliferation of nuclear weapons or other nuclear explosive devices. It also provides the major technical input in the formulation and implementation of nuclear policy, provides advice and implements policies on heavy water and uranium, and ensures that an acceptable level of physical security is provided for nuclear materials, technology and facilities.

Radioisotope and Transportation Division

This division develops and administers provisions for the protection of workers and the public from radiological hazards arising from the use of radioisotopes and the transportation of radioactive materials in Canada. It also issues licences for the use and importation of radioisotopes, and certificates for transportation packages.

Compliance Services and Laboratories Division

This division carries out inspections and investigations to verify that the terms of radioisotope licences are being met. Where they are not met, it provides the information necessary to facilitate action by the licensee, or takes immediate corrective action as provided for in the regulations.

Uranium Mine Division

This division ensures that uranium mines, mills and associated waste management facilities are operated in a manner that does not expose workers and the public to unacceptable health and safety hazards. It is also responsible for establishing standards associated with the safe operation of uranium mining, assessing and issuing licences, and monitoring of mines to ensure compliance with the regulations and conditions of their licence.

Waste Management Division

This division ensures that facilities for the storage and disposal of radioactive waste materials are constructed and managed to prevent exposure of the public, environment and workers to excessive radiation hazards through the establishment of standards, issue of licences and monitoring of all such facilities in Canada.

Fuel and Heavy Water Plant Division

This division ensures that the operations of facilities for the refining of uranium, the fabrication of nuclear fuel, the production, application and use of natural uranium and thorium, and the production of heavy water is carried out in such a manner that there is no unacceptable health and safety hazard to the public.

Planning and Administration Branch

This branch is responsible for centralized functions such as corporate management and EDP services, finance, personnel, information management, library and office services. The branch is also responsible for corporate planning and co-ordination, administration of the *Nuclear Liability Act* and the *Access to Information Act* and *Privacy Act*.

Manuals

- AECB Policy Statements Manual
- Operational Plan Framework
- Sub-activity Descriptions (in preparation)
- Multi-Year Operational Plan
- Nuclear Liability Operations Manual
- Personnel Manual
- Financial Management Manual
- Audit Manual
- File Index
- EDP Operations Manual (in preparation)
- Administrative Policies and Procedures Manual (in preparation)
- AECB Official Languages Policies — Compendium
- AECB Staff Briefing Book
- Style Manual

Planning and Co-ordination Section

This section is responsible for ensuring that the planning and execution of actions by the various divisions of the AECB, both within the Board and with outside bodies, are co-ordinated to prevent duplication and ensure consistency of policy and approach. It also co-ordinates AECB activities with international agencies and organizations and administers emergency planning activities.

Regulatory Research Branch

The branch is responsible for the initiation and management of projects in the Board's mission-oriented research program, which is designed to provide information for use in the AECB's regulatory activities. It is also responsible for the assessment of radiation hazards and radiation protection programs for licensed activities, the development of related standards and guidelines, and the provision of radiation protection training for Board staff. The branch is composed of: radiation protection division, health effects and regulatory documents section, and safety and safeguards section. The Branch is also responsible for the Board's role in the Safeguards Support Program which is administered jointly with AECL.

Radiation Protection Division

This division is responsible for detailed radiation protection assessments and expert radiation protection advice for all of the Board's activities. It also monitors all aspects of radiation protection associated with nuclear facilities and prescribed substances, both for workers and members of the public.

Health Effects and Regulatory Documents Section

This section manages research and development projects relating to the health effects of nuclear technology. It also expedites the production and distribution of Regulatory Documents and analyzes public comments on Consultative Documents. The section is also responsible for Socio-economic Impact Analyses of new AECB Regulations.

Safety and Safeguards Section

This section manages risk and safety related research and development projects and the AECB's role in the Safeguards Support Program, which is administered jointly with AECL.

Classes of Records

AEC/SEC-005
Organization and Functions
Description: Information on board activities. *Topics:* Organization of the Board; appointments; significant development reports; meetings of internal heads of directorates or sections; annual reports; Policy and Practices Manual; Administrative Policy and Procedures Manual; and Minister's briefings.

AEC/SEC-020
Public Information
Description: Information requests; Federal Identity Program; programs; policies and procedures; projects and publications; editorial services; translation and revision.

AEC/SEC-025
Committees
Description: Information on actions, proposals and recommendations of the Advisory Committee on Radiological Protection (ACRP) and the Advisory Committee on Nuclear Safety (ACNS).

AEC/DRR-030
Reactors — General
Description: General information on the operation of reactor facilities.

AEC/DRR-035
Licensing
Description: Information on licensing of the reactor and its site by the AECB.

AEC/DRR-040
Radiation Protection
Description: Information on radiation protection for workers, public and environment affected by reactor facilities.

AEC/DRR-045
Inspections
Description: Information on regular inspections of reactors in service, scheduling of up and down time and computer codes used in operation. *Topics:* Reactor-in-service inspections; materials; ferrous and non-ferrous metals, corrosion; wear and welding.

AEC/DRR-050
Steam Rebuild Programs
Description: Information on improvements of original deficient steam generators in some of the reactors. *Topics:* 600Mw, 500Mw, and 850Mw steam generator rebuild programs.

ATOMIC ENERGY CONTROL BOARD

AEC/DRR-055
Domestic Reactors
Description: Information on the reactors currently in use in Canada. *Topics:* Licence of the facility; fuel; operation; reactor operators; accountability and operational procedures; AECB officers; significant events and incident reports; systems and equipment, proposed changes approved; proposed changes for information; radiological protection; emergency procedures; safeguards; in-service inspections and quality assurance.

AEC/DRR-060
Atomic Energy of Canada Limited (AECL) — Licensing
Description: General licensing information on nuclear facilities operated by Atomic Energy of Canada Limited. *Topics:* Reactors — NRX, ZEEP, NRU, ZED 2, Whiteshell, Slowpoke.

AEC/DRR-065
Foreign and Marine Reactors
Description: Reactors in the U.S.; marine reactors; foreign reactors outside the U.S.

AEC/DRR-070
Reactor Operating Training
Description: Information on the training and examination of reactor operators according to AECB standards. *Topics:* Reactor Operating Training; Ontario Hydro, Hydro-Québec, New Brunswick Electric Power Commission.

AEC/DRR-075
Particle Accelerators
Description: General information on particle accelerators. *Topics:* Courses and seminars; standards and guidelines; technical information; and relations with Health and Welfare Canada.

AEC/DRR-080
Accelerator Facilities
Description: Information on the 44 licensed accelerator and particle accelerator facilities in Canada. *Topics:* Main facility; neutron generator; drawings; safety reports; cyclotron; Tandem and Van de Graaff; Linac; Betatron.

AEC/DRR-085
Reactor Personnel
Description: Information on the training and examination of all reactor personnel.

AEC/DRR-090 *Formerly Identified as:* AEC/ASB-090
Reactor Safety
Description: Information on the development of safety requirements for nuclear facilities. *Topics:* Siting guides; reactor safety criteria.

AEC/DRR-095 *Formerly Identified as:* AEC/ASB-095
Reactor Codes and Standards
Description: Quality assurance codes and standards used in the design of nuclear facilities. *Topics:* Components; inspections; quality control; reliability and maintainability of concrete containment structures; protective systems and instrumentation; and seismic design requirements for CANDU.

AEC/DRR-100 *Formerly Identified as:* AEC/ASB-100
Computer Codes
Description: Information on computer codes used in reactor operations. *Topics:* Atmospheric dispersion; reactor physics; thermal hydraulics; fuel behaviour; containment.

AEC/DRR-105 *Formerly Identified as:* AEC/ASB-105
Heavy Water Plants
Description: Information on the safety assessment of design and operation of heavy water plants.

AEC/DRR-110 *Formerly Identified as:* AEC/ASB-110
Quality Assurance
Description: Information on the overall design quality of nuclear facilities. *Topics:* Standards; manufacturers; manufacturer quality assurance programs.

AEC/DRR-115 *Formerly Identified as:* AEC/ASB-115
Associations, Societies and Institutions
Description: Information on professional organizations with which the AECB consults on matters related to nuclear energy. *Topics:* Standards-writing organizations – Canadian Standards Association, Canadian Nuclear Association, International Atomic Energy Agency.

AEC/DFC-120 *Formerly Identified as:* AEC/FCM-120
Foreign Governments
Description: Information on all foreign governments with which Canada has been or is involved in the atomic or nuclear field. *Topics:* International nuclear safeguards; export-import controls; various reports dealing with the preceding subjects from foreign countries.

AEC/DFC-125 *Formerly Identified as:* AEC/FCM-125
Prescribed Equipment
Description: Information on general export control of prescribed equipment, such as nuclear reactors, fuel processing facilities, heavy water plants and nuclear accelerators.

AEC/DFC-130 *Formerly Identified as:* AEC/FCM-130
Canadian Uranium Policy
Description: The Canadian uranium policy on exports, anti-trust matters and nuclear energy.

AEC/DFC-140 *Formerly Identified as:* AEC/FCM-140
Security
Description: Information on the physical security of nuclear facilities and personnel.

AEC/DFC-145 *Formerly Identified as:* AEC/FCM-145
United Nations Disarmament Commission
Description: Information on the United Nations Non-proliferation Treaty on Nuclear Weapons, international safeguards, international agreements and various United Nations committees on nuclear energy.

AEC/DFC-150 *Formerly Identified as:* AEC/FCM-150
Safeguards
Description: Policies and measures for the non-proliferation of nuclear energy. *Topics:* Domestic and international safeguards; costs; reference documents; instrumentation; inspection procedures; accountability; visits and inventories of nuclear facilities in Canada; safeguards inspectors; special studies on accountability for highly enriched uranium and non-destructive measurement devices.

AEC/DFC-155 *Formerly Identified as:* AEC/FCM-155
Prescribed Substances
Description: Information on prescribed substances, which are defined as radioactive isotopes of all elements and any substances containing such isotopes which are designated as capable of releasing atomic energy. The AECB maintains files on all licensed users and producers of radioisotopes in Canada. *Topics:* Use; exports; policies; health precautions.

AEC/DFC-160 *Formerly Identified as:* AEC/FCM-160
Transportation
Description: Policies, regulations and practices for the safe handling and transportation of radioactive materials in Canada and abroad. *Topics:* Shipping regulations; labelling requirements for radioisotopes; transportation of radioactive waste; liability insurance; regulations for all modes of transportation – air, road, rail and marine; certificates; Canada Post Corporation; emergency procedures; accidents and

standards; transportation of nuclear materials to and from foreign countries; endorsements from foreign countries for shipping containers; technical aspects of shipping, containers and testing programs.

AEC/DFC-165 *Formerly Identified as:* AEC/FCM-165
Nuclear Devices
Description: Information on manufacturers of nuclear devices. *Topics:* Luminous devices; watches; exit signs; cardiac pacemakers; smoke detectors; therapy units; static eliminators.

AEC/DFC-175 *Formerly Identified as:* AEC/FCM-175
Prescribed Substances – Accidents, Unauthorized Uses
Description: Information on situations where possible risk to workers and the public is caused by radioactive contamination and exposure. *Topics:* Contamination of jewellery and pottery; improper safeguards for radioisotope use – hospitals, pharmaceutical labs, research labs; transportation accidents; unauthorized uses of radioactive materials, contamination.

AEC/DFC-180 *Formerly Identified as:* AEC/FCM-180
Inspections
Description: Information on inspections, field instrumentation and special investigations.

AEC/DFC-185 *Formerly Identified as:* AEC/FCM-185
Mining, Exploration and Prospecting
Description: Information on every uranium mining and milling facility in Canada. *Topics:* Operation; licensing; requirements; health and safety – personal, environmental and workplace monitoring, personnel exposure data; compliance inspections; mining and milling.

AEC/DFC-190 *Formerly Identified as:* AEC/FCM-190
Radioactive Waste Management Facilities
Description: Information on every radioactive waste management facility in Canada. *Topics:* Low-level storage; high-level storage; reactor wastes; uranium tailings; chemical treatment; licensing; maintenance; compliance.

AEC/DFC-195 *Formerly Identified as:* AEC/FCM-195
Heavy Water Plants
Description: Information on heavy water plants in Canada. *Topics:* Operations; licensing; compliance inspections; emergency procedures; quality assurance; standards and guides; safety assessments; new processes.

AEC/DFC-200 *Formerly Identified as:* AEC/FCM-200
Fuel Processing Facilities
Description: Information on fuel processing facilities in Canada. *Topics:* Operation; licensing; compliance inspections; radiation exposure data.

AEC/PAB-205
Co-ordination and Planning
Description: Information on the Board's internal and external co-ordination and planning.

AEC/PAB-210
Emergency Planning Activities
Description: Information on emergency planning activities. *Topics:* Federal procedures; co-ordination of federal, provincial and international procedures.

AEC/PAB-215 *Formerly Identified as:* AEC/FCM-135
International Organizations
Description: Information on international organizations in the nuclear energy field. *Topics:* International safeguards; export-import control; technical reports and reviews on nuclear reactors; safeguards; quality assurance; radioactive waste management; nuclear fuel development; international organizations — Organization for Economic Co-operation and Development, International Energy Agency, European Economic Community, International Atomic Energy Agency, Nuclear Energy Agency, and the Scientific Advisory Committee of the International Atomic Energy Agency.

AEC/PAB-220
Nuclear Liability
Description: Information on the *Nuclear Liability Act* and its association with the Canadian nuclear program; also insurance aspects of nuclear liability.

AEC/PAB-225
Federal Departments
Description: General information on liaison with other federal departments and agencies.

AEC/PAB-230
Atomic Energy Legislation
Description: Information on the *Atomic Energy Control Act* and amendments.

AEC/PAB-235
Atomic Energy Control Regulations
Description: The regulations pursuant to the *Atomic Energy Control Act* as they apply to prescribed substances and items, nuclear facilities, appointment of inspectors and inspections of licensees, security of nuclear material and information related to the nuclear fuel cycle, radiological occupational health and safety of atomic radiation workers, the appointment of medical advisers, and protection of the public and the environment.

AEC/PAB-240
Provincial Governments
Description: Information on dealings with the 10 provincial governments and two territories.

AEC/RRB-245
Health Physics
Description: Information on health physics and radiation protection, as well as radiation dose limits, personal dosimetry and instrumentation, protective clothing, radiation protection training and laboratory facilities and equipment.

AEC/RRB-250
Safeguards Support Program
Description: Research and development contract reports and Safeguard Support Program Reports.

AEC/RRB-255
Regulatory Documents
Description: Research and Development Contract Reports; AECB's Licensing Guides and Regulatory Standards for the nuclear energy field and prescribed substances. *Topics:* Regulations, safeguard techniques, socio-economic impact analyses.

AEC/ORC-260 *Formerly Identified as:* AEC/RRB-260
Orientation Facilities
Description: Information on foreign countries interested in purchasing CANDU reactors or technology.

Deleted Classes of Records

AEC/SEC-010	Committees
AEC/SEC-015	Fusion
AEC/FCM-135	International Organizations
AEC/FCM-170	Atomic Energy of Canada Limited — Licensing
AEC/RRB-260	Orientation Facilities

OFFICE OF THE AUDITOR GENERAL

(NOT SUBJECT TO THE ACCESS TO INFORMATION ACT)

Chapter 5

BANK OF CANADA

Chapter 6

BANK OF CANADA

BANK OF CANADA
(BOC)

SECURITIES DEPARTMENT
(SEC)

005 Capital Markets
010 Money Market Analysis and Primary Distribution
015 Primary Distributors — Jobbers
020 Primary Distributors — Dealers
025 Primary Distributor Statistics
030 Open Market Operations and Securities Market Analysis
035 Chartered Bank Cash Management
040 Canada Savings Bonds — General
045 Canada Savings Bonds — Sales and Issuing Agents
050 Domestic Financing — General
055 Domestic Financing — Matured Government of Canada Loans and Canada Savings Bonds
060 Government of Canada — Foreign Financing
065 Government of Canada Cash Projections and Debt Management Planning
070 Special Studies and Analysis

RESEARCH DEPARTMENT
(RES)

075 General Economics and Economic Policy
080 Economic Projections and Economic Models
085 General Outlook and Current Analysis
090 Quantitative Economic Methods and Data
095 International, Industrial and Regional Analysis

DEPARTMENT OF MONETARY AND FINANCIAL ANALYSIS
(MFA)

100 Monetary Policy
105 Chartered Bank Analysis
110 Non-bank Financial Intermediaries
115 Non-financial Private Sector
120 Mortgage Market
125 Consumer Credit Markets
130 Interest Rates
135 Financial Flows and Forecasting
140 Econometric Analysis and Background Studies
145 Financial Developments in the United States
150 Surveys, Reports and Returns
155 Canadian Institutions and Financial Section Automation
160 Domestic Payment System
165 International Payment System
170 Role of Banks in Providing Computer Services

INTERNATIONAL DEPARTMENT
(INT)

175 Official International Reserves
180 Exchange Fund Account
185 Foreign Exchange Transactions
190 Foreign Exchange Market
195 Intervention
200 Contacts
205 Gold, Silver and Other Commodities
210 International Developments
215 Federal Organizations and Interdepartmental Committees
220 Developments in Foreign Countries

BANK OF CANADA

INTERNATIONAL DEPARTMENT (INT)

225 International Organizations
230 International Monetary Fund
235 Bank for International Settlements
240 Balance of Payments — Policies
245 Balance of Payments — Summaries
250 Balance of Payments — Current Account
255 Balance of Payments — Capital Account
260 Exchange Rates and Exchange Market Analysis
265 Balance of Payments by Geographical Area

DEPARTMENT OF BANKING OPERATIONS (DBO)

270 Government Banking and Fiscal Services
275 Client Accounts
280 Loans of or Guaranteed by the Government of Canada
285 Bank Note Research
290 Government Banking and Agency Operations
295 Government of Canada Clearings and Redemptions
300 Bank of Canada Notes, Government Securities and Gold

PUBLIC DEBT DEPARTMENT (PDD)

305 Issue of Government of Canada Loans and Securities
310 Production of Bonds
315 Maintenance of Debt Registers
320 Payment of Interest
325 Retirement of Debt
330 Accounting for the Public Debt
335 Administrative Arrangements with Financial Institutions

COMPTROLLER'S DEPARTMENT (COM)

340 General Accounting Records
345 Confirmation of Balances and Statements of Gold and Securities Held in Safekeeping by the Bank of Canada

ACCESS TO INFORMATION
CO-ORDINATOR
BANK OF CANADA
234 WELLINGTON STREET
ADVISOR AND SECRETARY
OTTAWA, ONTARIO
K1A 0G9

BANK OF CANADA

Background

The Bank of Canada is the nation's central bank, incorporated in 1934 under the *Bank of Canada Act* to regulate "credit and currency in the best interests of the economic life of the nation, to control and protect the external value of the national monetary unit and to mitigate by its influence fluctuations in the general level of production, trade, prices and employment, so far as may be possible within the scope of monetary action, and generally to promote the economic and financial welfare of the Dominion."

Overall Responsibilities

The *Bank of Canada Act* does not specify the methods the Bank should use to carry out these goals. But the Act does confer certain powers which, together with provisions in other legislation, enable the Bank to exercise a broad controlling influence over the growth of money and credit in Canada and thereby affect levels of spending and economic activity. This influence stems primarily from the Bank's ability to determine the total amount of cash reserves available to the Canadian banking system and thus, in effect, to regulate the system's growth over time.

The principal means used by the Bank of Canada to alter the level of cash reserves (or to offset undesired effects on the level of reserves resulting from other factors) involve transfers to government deposit balances from the chartered banks to the central Bank and vice versa, and changes in its holdings of foreign currency assets.

Although cash management, including purchases and sales of government securities, is the primary policy instrument used to influence credit conditions, the Bank has a number of other supplementary methods it may use. The Bank of Canada has the power to require the nation's chartered banks to maintain secondary cash reserves, treasury bills and day-to-day loans to money market dealers in addition to its regular cash reserves. It may also vary, within prescribed limits, the ratio of secondary reserves the banks are required to hold.

The Bank is authorized to make short-term advances to chartered banks on the pledge of certain securities and can change the bank rate, the minimum rate at which it is prepared to make advances. Such advances are relatively infrequent, but changes in the bank rate affect the current level of interest rates and also serve as an indication of the Bank's stance on monetary policy. The Bank also acts as lender of last resort to money market dealers. When these dealers are unable to find necessary financing elsewhere, they can arrange to sell securities to the Bank of Canada with an agreement to repurchase them. The minimum and maximum rates of interest applicable to such purchase and resale agreements vary with the bank rate.

The Bank acts as fiscal agent for the government, and is thus directly concerned with the management of the public debt. It advises the government on the method of financing to be used in raising money and on the terms of new issues. This includes making arrangements for the sales of new securities, the redemption or conversion of maturing issues, the payment of interest on outstanding securities and the maintenance of records.

The Bank acts as agent and advisor in the management of the country's foreign exchange reserves, which are held largely in the exchange fund account in the name of the Minister of Finance. In addition, the Bank of Canada maintains foreign currency accounts at other central banks and operates accounts for foreign central banks and international institutions. Official intervention in the exchange market is carried out by the Bank on behalf of the Minister of Finance through purchases from the market and sales into the market of U.S. dollars from the exchange fund account.

The Bank of Canada is also responsible for the note issue. The issue of coin is handled by the Royal Canadian Mint.

Bank of Canada Management and Relations with Government

In carrying out its responsibility for monetary policy the Bank maintains close links with the government. The presence of the deputy minister of Finance on the board of directors provides one channel of communication between the Bank and the Minister of Finance. In addition, the *Bank of Canada Act* requires the Minister of Finance and the Governor to consult regularly on monetary policy and on the Bank's relation to general economic policy. Section 14 of the Act provides a mechanism for resolving serious differences in point of view on the appropriate policy to be followed. Under this section, the Minister of Finance, with the approval of the Governor-in-Council, has the power to issue instructions which the Bank must follow. These instructions have to be in specific terms and for a specified period; they must also be made public. Ultimate responsibility for Canadian monetary policy thus rests with the government, but this in no way diminishes the direct responsibility of the Bank of Canada for formulating and executing monetary policy.

Organization

Responsibility for the affairs of the Bank rests with a board of directors composed of the Governor, the senior deputy governor and 12 directors appointed by the government for three-year terms. The deputy minister of Finance sits on the board but does not have the right to vote. The board normally meets from seven to nine times a year. Between meetings, an executive committee composed of the Governor, the senior deputy governor, up to four directors and the deputy minister of Finance meets once a week and acts for the board.

The Governor is the chief executive officer of the Bank, and as such is responsible for the direction and control of the Bank's affairs. In the absence of the Governor, the senior deputy governor exercises all the power of the office. In matters of policy and internal administration, the Governor and senior deputy governor are assisted by deputy governors, advisors, associate advisors and chiefs of departments. Each has his or her own area of responsibility and is accountable for that part of the Bank's activities. Major matters are discussed in various committees, the most important of which is the management committee composed of the Governor, senior deputy governor, deputy governors, advisors and the secretary of the bank. The activities of the management committee cover the whole range of the Bank's affairs, and it meets daily in basic or expanded form. Each department chief is responsible to the senior management of the Bank for departmental operation expenditures within the budget approved by the board of directors, and staffing and salaries within the framework of Bank-wide personnel and pay policies. The departments of the Bank fall into two categories: analytical and administrative.

Analytical Departments

These include the Securities Department, responsible for open market operations and securities market analysis (with representatives in Toronto, Montréal, Vancouver and Edmonton), chartered bank cash management, administration of the Bank's pension fund, and domestic and external debt management operations; the Research Department, which engages in economic analysis and forecasting; the Monetary and Financial Analysis Department, which deals with monetary policy and financial institution forecasting and analysis; and the International Department, which conducts foreign exchange operations (with representatives in Toronto and Montréal) and balance of payments analysis and forecasting.

Administrative Departments

These consist of the Department of Banking Operations (with Agencies, or branches, in Vancouver, Calgary, Regina, Winnipeg, Toronto, Ottawa, Montréal, Saint John and Halifax), which administers currency; the Public Debt department, which administers the domestic debt of Canada; the Secretary's department, which provides public information, central library services and some corporate services, and manages the Currency Museum and National Currency Collection; the department of Premises Management, which is responsible for management of the Bank's properties, including security matters; and several other departments with self-explanatory titles, including Audit, Automation Services, Comptroller's, and Personnel.

Major Publications

- Governor's Annual Report — tabled each February and available late March
- Bank of Canada Review — financial and economic statistics, plus topical articles by staff and reprints of speeches by senior Bank personnel — published monthly
- Weekly Financial Statistics — released each Thursday

For more information on Bank of Canada publications, please contact

Publications, Secretary's Department
Bank of Canada
234 Wellington Street
Ottawa, Ontario
K1A 0G9
Telephone: (613) 782-8224 or 782-8248

Access Procedures

A reading room, located in the head office complex in Ottawa, is available to those individuals wishing to examine the Bank's files. The Bank's hours of business are from 08:00 to 17:00, Monday through Friday.

For those individuals who wish to access files at the Bank's agencies, special arrangements will be made in order to accommodate each request. The agencies are open to the public from 09:00 to 15:00, Monday through Friday.

Formal requests under the *Access to Information Act* should be forwarded to

Access to Information Co-ordinator
Adviser and Secretary
Bank of Canada
234 Wellington Street
Ottawa, Ontario
K1A 0G9
Telephone: (613) 782-8537

Securities Department

This department has both operational and analytical duties. Its most important operational functions are to help implement monetary policy through adjustments in excess chartered bank cash reserves or through open market operations and to issue Government of Canada securities — treasury bills, marketable bonds and Canada Savings Bonds — both domestically and abroad.

Its analytical function is to monitor conditions in financial markets, forecast key financial flows and study financial relationships relevant to securities markets. The results are communicated to the Bank's senior officers for their use in formulating monetary policy, advising government on matters related to debt management, and influencing the development of capital market structures appropriate to Canadian needs.

Research Department

The department's primary responsibility is to assess the significance of current economic developments and prospects in Canada and the United States and to keep Bank management fully informed about them. An aspect of this responsibility is to seek further understanding of the operation of the economy and of public policies which are, or could be, employed in an attempt to regulate it.

Department of Monetary and Financial Analysis

The department is responsible for monitoring and analyzing the behaviour of the chartered banks, other financial institutions and capital markets in response to monetary policy and other forces at work in the financial system.

EDP Systems

- CAPMART
- CORPSTAT
- FINFLO

International Department

This department's principal responsibilities include the conduct of foreign exchange operations as fiscal agent for the government and the Bank, and analyses of current and prospective developments in exchange markets, the Canadian balance of payments, economic activity overseas and the international payments system.

Manuals

- Statistics Canada — Bank of Canada Commodity Trade Concordance

Department of Banking Operations

The overall responsibility of the department is to provide efficient and effective service to other central banks, international financial organizations, the Government of Canada, chartered banks, trust companies and all other financial organizations. Its responsibilities include the security and administration of valuables such as gold, securities and currency. The department also provides fiscal functions for which the Bank of Canada acts as an agent for the Government of Canada. These functions include the clearing of government obligations and receiving deposits for the account of the Government of Canada.

Manuals

- Agency Procedures Manual
- Interim Procedures Circulars

Public Debt Department

This department is responsible for the administration of direct and certain guaranteed debt issues of the Government of Canada. Its functions include the obtaining and distribution of supplies of debt certificates, the maintenance of registers and records for control purposes, the payment of interest and the retirement of the debt.

Manuals

- Data Processing Clerical Manuals
- Data Examination and Preparation Manuals
- Control of Data and Valuables Manuals
- Sample Letter Catalogue
- Records Retrieval Manual
- External Procedures Manuals
- Statistics Manuals

Comptroller's Department

This department is responsible for the internal financial functions of the Bank, such as the processing, monitoring and reporting of receipts and payments for management and statutory reporting requirements.

These responsibilities involve co-ordination of the annual planning budgeting exercise and subsequent control; processing payments for goods, services, payroll and unclaimed balances; recording transactions for administrative expenditures and market operations; accounting for and reporting the Bank's financial position; and keeping records of items in safekeeping.

Classes of Records

BOC/SEC-005
Capital Markets
Description: Reports of economic and financial developments in the Atlantic region of Canada; also activities of various organizations that relate to capital market developments of interest to the Bank of Canada. *Topics:* Capital market coverage; government regulatory bodies.

BOC/SEC-010
Money Market Analysis and Primary Distribution
Description: Information on the general financial market activity of various institutions and organizations with particular emphasis on the money market arrangements (with Bank of Canada) and money market activity of banks and investment dealers. *Topics:* Industries and associations; financial institutions; stock exchanges; insurance companies; mortgage companies; finance companies; non-financial institutions; primary distributors; jobber money market report; municipal financing; banker's acceptances. *Retrievability:* Files arranged by subject and company.

BOC/SEC-015
Primary Distributors — Jobbers
Description: Information on the financial arrangements between the Bank of Canada and major Canadian investment dealers relating to money market activities. *Topics:* Jobbers by name.

BOC/SEC-020
Primary Distributors — Dealers
Description: Reports on the volumes of transactions in the Canadian securities markets — used to assess the level of activity in Canadian securities markets. *Topics:* Dealers by name. *Retrievability:* Files arranged geographically and by company.

BOC/SEC-025
Primary Distributor Statistics
Description: Detailed statistical information on the levels of participation by each Canadian investment dealer in each Government of Canada loan. *Topics:* Jobbers and dealers by name. *Retrievability:* Files arranged by institution, company and region.

BOC/SEC-030
Open Market Operations and Securities Market Analysis
Description: Statistical and analytical information relating to financial markets. *Topics:* Interest rates; treasury bills; comments on markets; purchase and resale agreements; stock averages and prices; short-term paper; bond quotations; issues placements; bond prices; yields and quotes; securities transactions; holdings of securities; U.S. securities; Bank of Canada portfolio; provincial, corporate and municipal markets; interest rate futures; client transactions. *Storage Medium:* Microfilm.

BOC/SEC-035
Chartered Bank Cash Management
Description: Information relating to the cash reserve management operations of the Bank of Canada and the chartered banks; the assets and liabilities of the Bank of Canada; and the characteristics of the institutional relationship within the clearing and settlement system. *Topics:* Advances; cash reserves; reserve requirements; clearings and payments system; Government of Canada deposits; note circulation; statements; compensation to financial institutions; chartered banks; Bank of Canada balance sheets; direct clearing members of the Canadian Payments Association. *Retrievability:* Files arranged by subject and institution.

BOC/SEC-040
Canada Savings Bonds — General
Description: Information on the payment of various fees to companies involved in the sale of Canada Savings Bonds; also reports on the monitoring and analysis of the results of the sale of Canada Savings Bonds. *Topics:* Canada Savings Bonds arrangements; commissions; redemptions; studies; surveys; reports; payroll; advertising; campaigns; public relations.

BOC/SEC-045
Canada Savings Bonds — Sales and Issuing Agents
Description: The administrative arrangements between the Bank of Canada and eligible Canada Savings Bond (CSB) sales agents. *Topics:* Sales agents; issuing agents; trust companies; trust companies — non-listed; CSB sales agents other than trusts; issuing agents other than trusts and banks. *Retrievability:* Files arranged by company.

BOC/SEC-050
Domestic Financing — General
Description: The release of general information outlining the terms and conditions of Government of Canada new loan issues. *Topics:* New loan and bond auction press releases; prospectuses; confirmation of offering; procedures; allotments; participation; statements.

BOC/SEC-055
Domestic Financing — Matured Government of Canada Loans and Canada Savings Bonds
Description: Historical statistical information on the administrative details of each Government of Canada loan operation; used as research material for current borrowing operations. *Topics:* Loans by name or maturity. *Storage Medium:* Microfilm.

BOC/SEC-060
Government of Canada — Foreign Financing
Description: Legal documentation for Government of Canada foreign loans and standby credit facilities. Statistical information used to monitor and analyze developments in international capital markets. Statistical and administrative documentation of the procedures undertaken by the Government of Canada to borrow abroad. *Topics:* Government of Canada foreign loans issued; standby credit facilities; foreign underwriters. *Retrievability:* Files arranged by loan and issue date and by company.

BOC/SEC-065
Government of Canada Cash Projections and Debt Management Planning
Description: Information on the preparation of the Bank of Canada's projection of the Government of Canada's cash balances and the monitoring and analysis of government spending patterns. *Topics:* Federal budget and estimates; Bank of Canada projections; government cash reports; other projection reports; public accounts projections — budgetary and non-budgetary; provincial and municipal reports. *Retrievability:* Files arranged by subject, geography, institution and government department or agency.

BOC/SEC-070
Special Studies and Analysis
Description: Studies and analyses of the various techniques used to implement monetary policy, debt management and securities market strategy. *Topics:* Debt management analysis; cash reserve management studies; interest rate analysis; macroeconomics policy papers; capital market analysis; money market analysis; Canada

Savings Bond analyses and surveys; studies on inflation; purchase and resale agreement studies; marketing government debt.

BOC/RES-075
General Economics and Economic Policy
Description: Information on economic history, methodology, comparative economic systems and Canadian macroeconomic policy (fiscal, monetary, wage and price controls). *Topics:* Methodology; history; systems; the public sector. *Storage Medium:* EDP systems.

BOC/RES-080
Economic Projections and Economic Models
Description: Information on the structure and use of Bank of Canada econometric models; also economic projections for the Canadian and U.S. economies. *Topics:* Models and model development; economic projections — Canada, U. S. and others. *Storage Medium:* EDP systems.

BOC/RES-085
General Outlook and Current Analysis
Description: Information on current and prospective developments in particular sectors (disaggregated according to National Income Accounts conventions) of the Canadian and U.S. economies. *Topics:* Canada — demand sectors, supply sectors, economic cycles; U.S. — demand sectors, supply sectors, economic cycles. *Storage Medium:* EDP systems.

BOC/RES-090
Quantitative Economic Methods and Data
Description: Information on quantitative methods of economic analysis and the construction of economic data (National Income Accounts, financial accounts, national balance sheets). *Topics:* Statistical methods; methods of construction and analysis; time series analysis; national income accounting; financial accounts; national wealth balance sheets; employment and income. *Storage Medium:* EDP systems.

BOC/RES-095
International, Industrial and Regional Analysis
Description: Information on the effect of international developments on the Canadian economy as well as sectoral analyses (industrial and regional) of domestic economic developments. *Topics:* International trade theory and policy; balance of payments; adjustment mechanisms; industrial studies and analysis; regional studies and analysis. *Storage Medium:* EDP systems. *Retrievability:* region and industry.

BOC/MFA-100
Monetary Policy
Description: Technical and econometric analyses of the role of monetary and credit aggregates as targets or indicators of monetary policy, as well as some analyses of the importance of international linkages in the conduct of monetary policy. *Topics:* Bank of Canada balance sheet data; instruments of monetary policy; targets and indicators of monetary policy; international aspects of monetary policy.

BOC/MFA-105
Chartered Bank Analysis
Description: Information on balance-sheet and income statements of chartered banks and descriptive and econometric analysis of the banking system. *Topics:* Canadian dollar assets; Canadian dollar liabilities; foreign currency business and operations abroad; earnings, expenses and balance of revenue; chartered bank operations through affiliates; financial data supplied by chartered banks. *Storage Medium:* EDP systems.

BOC/MFA-110
Non-bank Financial Intermediaries
Description: Balance-sheet data and analyses of the non-bank financial institutions. *Topics:* Trust and mortgage loan companies; credit unions and caisses populaires; sales finance and consumer loan companies; affiliates of foreign banks; life insurance companies; Québec Savings Bank; provincial savings offices.

BOC/MFA-115
Non-financial Private Sector
Description: Information on financial transactions of the non-financial private sectors of the economy (households, non-financial businesses) and their relationship to savings and investment. *Topics:* Persons and unincorporated business; financial assets and liabilities; foreign and international institutions; non-financial corporations. *Retrievability:* Files arranged by sector.

BOC/MFA-120
Mortgage Market
Description: Information on mortgage loan approvals and mortgages outstanding held by financial institutions collected for the most part from published sources; also analyses of the mortgage market. *Topics:* Private institutional lenders; government lenders; new housing; existing housing.

BOC/MFA-125
Consumer Credit Markets
Description: Information collected by the Bank of Canada or Statistics Canada on the consumer debt held by financial institutions; also analyses of consumer credit markets. *Topics:* Consumer credit data; Statistics Canada data.

BOC/MFA-130
Interest Rates
Description: Statistical information on market and administered rates in Canada and abroad; also analytical material related to interest rates, such as analyses of the term structure, of real interest rates, and of the relationship between interest rates and inflation. *Topics:* Canadian financial institutions' interest rates; Canadian securities market interest rates; American interest rates; European interest rates.

BOC/MFA-135
Financial Flows and Forecasting
Description: Information on the flow of credit between broad sectors of the economy; summary tables published semi-annually in the Bank of Canada Review. *Topics:* Financial flows matrix; credit market summary tables; sectoral analysis; financial markets projections. *Retrievability:* Files arranged by subject, sector and financial instrument.

BOC/MFA-140
Econometric Analysis and Background Studies
Description: Econometric models of financial markets, econometric analysis of the demand for financial assets, econometric investigation of financial-real linkages and general information on recent developments in econometric techniques. *Topics:* Econometric analysis of the monetary system; econometric models of markets; econometric models and financial-real linkage; technical support studies and special projects. *Storage Medium:* EDP systems.

BOC/MFA-145
Financial Developments in the United States
Description: Information on American monetary policy and recent and projected financial developments in the U.S. *Topics:* United States — monetary policy and regulations, banking system; securities markets; thrift institutions and mortgage market; financial commentaries; financial data.

BANK OF CANADA

BOC/MFA-150

Surveys, Reports and Returns

Description: Information on the collection of financial data required for the monitoring and analysis of financial developments. *Topics:* Reports and returns — trust companies, mortgage loan companies, sales finance and consumer loan companies, affiliates of foreign banks; credit unions; monthly survey of short-term paper; survey of outstanding treasury bills. *Retrievability:* Files arranged by company or organization.

BOC/MFA-155

Canadian Institutions and Financial Section Automation

Description: Information on the payment systems of major Canadian institutions. *Topics:* Chartered banks and savings banks; trust and mortgage loan companies; credit unions and caisses populaires; provincial government savings institutions; Canadian government departments and agencies; retailers; communications carriers. *Retrievability:* Files arranged by company.

BOC/MFA-160

Domestic Payment System

Description: Information on planning in the Canadian payments system as it evolves towards more electronic methods. *Topics:* Canadian clearing system; task forces and committees; Canadian Computer Communications Task Force; Working Group 3 study; payments system policy; Canadian Payments Association.

BOC/MFA-165

International Payments System

Description: Information on international payments system automation research and planning. *Topics:* Bank for International Settlements (BIS); central banks; International Standardization Organization (ISO) — automation standards; Society for World-Wide Inter-bank Financial Telecommunications (SWIFT).

BOC/MFA-170

Role of Banks in Providing Computer Services

Description: Research performed by the Canadian Computer Communications Task Force and the Interdepartmental Steering Committee on the electronic payments system. *Topics:* Task forces and committees; computer services offered by financial institutions; computer services bureaus.

BOC/INT-175

Official International Reserves

Description: Information on Canada's foreign exchange reserves, including holdings of the Minister of Finance, the Receiver General and the Bank of Canada, as well as borrowings by the Canadian government in foreign currencies. *Topics:* Definitions and historical data; reports and statements on reserve status.

BOC/INT-180

Exchange Fund Account

Description: Information on the Minister of Finance's Exchange Fund Account, the principal repository of Canada's foreign exchange reserves. *Topics:* Legislation, transactions and procedures; portfolio management; Exchange Fund Account reports; official exchange market operations.

BOC/INT-185

Foreign Exchange Transactions

Description: Information on foreign exchange bookkeeping and trading procedures of the Bank of Canada and transactions with other central banks. *Topics:* Transactions and procedures; portfolio management; signing authorities; Bank of Canada foreign accounts.

BOC/INT-190

Foreign Exchange Market

Description: Information on developments in the Canadian and overseas exchange markets, trading in Canadian dollars against foreign currencies, the value of the major foreign currencies and exchange arrangements maintained by other major countries. *Topics:* Legislation; settlement procedures; reports and reviews of exchange market developments; exchange rates; exchange rates and restrictions — other countries; currency futures market. *Retrievability:* arranged by institution.

BOC/INT-195

Intervention

Description: Documents and papers prepared in Canada and in other major countries relating to the Working Group on Exchange Market Intervention. The group was established at the Versailles Summit of the Heads of State and Government, June 1982. *Topics:* Intervention studies. *Retrievability:* Files arranged by subject and by country.

BOC/INT-200

Contacts

Description: Information on various contacts of the Bank of Canada with institutions and organizations in the foreign exchange area in Canada and abroad, principally as an aid to monitoring and analyzing developments in exchange markets. *Topics:* Legislation and bank reporting; Canadian Bankers' Association; other brokerage services; Canadian chartered banks; central banks and monetary authorities; arrangements among central banks; foreign commercial banks; federal and provincial agencies and Crown corporations; non-bank financial institutions; non-financial institutions.

BOC/INT-205

Gold, Silver and Other Commodities

Description: Information on gold, silver and commodity market practices — statistics, legislation and official gold transactions. *Topics:* Gold legislation; gold operations; gold markets; export-import reports; silver legislation and oil.

BOC/INT-210

International Developments

Description: Information on developments in international capital markets, in particular international banking, Eurocurrency and bond markets, external debt of overseas countries, deployment of oil exporter's surpluses and recycling and major commodities, including commodity agreements. *Topics:* International finance; international capital markets; commodities.

BOC/INT-215

Federal Organizations and Interdepartmental Committees

Description: Information on federal government organizations or interdepartmental committees that deal with international economic questions in which the Bank has some involvement. *Topics:* Export Development Corporation (EDC); Canadian International Development Agency (CIDA); interdepartmental committee on commercial policy; interdepartmental committees on economic relations with developing countries; assistant deputy ministers' committees on economic relations; Department of Finance; Department of External Affairs.

BOC/INT-220

Developments in Foreign Countries

Description: Information on current economic and financial developments in overseas countries, including relations with the International Monetary Fund (IMF), economic projections for major industrial countries, international comparisons, press reports on developments in overseas countries, international capital markets and international organizations. *Topics:* Projections by international organizations and the Bank of Canada; developments in various countries — Reuters News Service; Bank for International

Settlements press reviews. *Retrievability:* Files arranged by subject and country.

BOC/INT-225

International Organizations

Description: Information on the activities of various international or regional economic organizations, in particular those aspects that relate to world economic or financial issues of interest to the Bank. *Topics:* Asian Development Bank; North-South Institute; International Bank for Reconstruction and Development (IBRD); European Economic Community (EEC); Commonwealth Meetings; Technicians of Central Banks of the American Continent (CEMLA); Summit Meeting — Group of Ten; Organization for Economic Co-operation and Development (OECD).

BOC/INT-230

International Monetary Fund

Description: Information on the work and activities of the International Monetary Fund (IMF), issues discussed at IMF Executive Board meetings and at the Interim Committee. *Topics:* IMF General Account — drawings and repurchases, special drawing rights, general arrangements to borrow; Canadian consultations; International Monetary System and Reform Exercise; amendments to articles of agreement; other lending facilities; annual meetings.

BOC/INT-235

Bank for International Settlements

Description: Information on meetings at the Bank for International Settlements (BIS), the work of various BIS committees and the provision of Eurocurrency statistics. *Topics:* Committee on Banking Regulation and Supervision; multilateral surveillance statistics meetings; Standing Committee on Eurocurrency Market; Eurocurrency statistics. *Retrievability:* Files arranged by subject, committee and country.

BOC/INT-240

Balance of Payments — Policies

Description: Statements and studies of government policies relating to the balance of payments. *Topics:* Policies — merchandise trade, long-term capital flows, short-term capital flows.

BOC/INT-245

Balance of Payments — Summaries

Description: Statistical documentation and information on concepts and econometric methods used in the analysis and projections of the balance of payments. *Topics:* Correspondence; statistical information and publications; EDP data management; measurement concepts; briefing notes and projections; projection methodology and documentation; analytical memoranda.

BOC/INT-250

Balance of Payments — Current Account

Description: Statistical information, reports and studies used to monitor and analyze the current account of the balance of payments. *Topics:* Merchandise trade account; merchandise exports — total, by commodity; merchandise imports — total, by end-use; current account — services, transfers.

BOC/INT-255

Balance of Payments — Capital Account

Description: Statistical information, reports and studies used to monitor and analyze the capital account of the balance of payments. *Topics:* Statistics, reports and commentaries; long-term capital; short-term capital flows through the chartered banks; short-term capital flows through non-bank channels; international indebtedness position.

BOC/INT-260

Exchange Rates and Exchange Market Analysis

Description: Studies on movements in the exchange value of the Canadian dollar and other currencies. *Topics:* Exchange rates and exchange market analysis; econometric models of the exchange rate.

BOC/INT-265

Balance of Payments by Geographical Area

Description: Statistical reports and other information used in monitoring and analyzing the balance of payments transactions by geographical area. *Topics:* Canada and the U.S.; reconciliation of Canada-U.S. balance of payments statistics. *Retrievability:* Files arranged by subject and country.

BOC/DBO-270

Government Banking and Fiscal Services

Description: Information on general banking services to other central banks and to fiscal agent services provided for the Government of Canada. *Topics: Bank Act* fees; Canadian Bankers' Association; government clearings and deposits; Canadian Payments Association; transportation of government items; Interbank International Payments System; safekeeping of valuables; deposits and payments processed through client accounts; Revolving Standby Credit Facility; Bank of Canada accounts at central banks; Bank of Canada gold accounts at central banks; signing authorization; Bank of Canada notes — pricing and ordering, release, circulation, transportation, redemption and disposal, commemorative coins and medals.

BOC/DBO-275

Client Accounts

Description: Information on the maintenance of client accounts and related transactions. *Topics:* Accounts related to the Government of Canada; chartered banks and non-banks; central banks and international financial institutions.

BOC/DBO-280

Loans of or Guaranteed by the Government of Canada

Description: Information on loans issued by or guaranteed by the Government of Canada for which the Bank of Canada acts as manager of the public debt; also rules, regulations and transactions of each issue. *Topics:* Transfers and exchanges; transfer and guarantee of signatures on securities — resolutions; treasury bills; Canadian National Railways bond issues; Government of Canada bonds; instructions to agents on the delivery of Government of Canada loans and bond auctions; Canada Savings Bonds; interest payments and commission due on foreign borrowings.

BOC/DBO-285

Bank Note Research

Description: Information on all phases of bank note design, production, anti-counterfeiting measures, distribution and special studies on the automation of handling of bank notes. *Topics:* Special studies and models; bank note design; security; bank note production — orders and inventory; distribution; automation; circulation studies; destruction of bank notes.

BOC/DBO-290

Government Banking and Agency Operations

Description: Information on field operations of banking services to other central banks and fiscal agent services provided to the Government of Canada. *Topics:* See entries BOC/DBD-270, BOC/DBD-275 and BOC/DBD-280 above. *Storage Medium:* Microfilm.

BOC/DBO-295

Government of Canada Clearings and Redemptions

Description: Information on the processing of government items and the related payments or deposits to be made to or on behalf of the government. *Topics:* Balance and recapitulations; government deposits; settlement inquiries; deposit letters; instructions to agencies; agents' daily summaries.

BOC/DBO-300
Bank of Canada Notes, Government Securities and Gold
Description: Information on the finishing, inventory and distribution of Bank of Canada notes and Government of Canada securities; the processing and destruction of used and mutilated bank notes; custodial responsibilities for gold. *Topics:* Accounting procedures; circulation; transportation; inventory; redemption and disposal of Bank of Canada notes; coins and medallions; treasury bills; Canadian National Railway bonds; Government of Canada bonds; Canada Savings Bonds; client gold accounts and transactions.

BOC/PDD-305
Issue of Government of Canada Loans and Securities
Description: Information on the domestic and foreign borrowings by the Government of Canada for which the Bank of Canada acts as fiscal agent or participates as an advisory body. *Topics:* Government of Canada marketable bonds; Canada Savings Bonds; treasury bills; Canadian National Railway bonds; foreign loans.

BOC/PDD-310
Production of Bonds
Description: Information on all phases necessary to obtain adequate supplies of securities and their distribution to the appropriate locations. *Topics:* Bond design; bonds ordered and distributed; contracts with suppliers.

BOC/PDD-315
Maintenance of Debt Registers
Description: Information on bond owner and individual security registers and their periodic updating. *Topics:* Transfer and exchanges; change of address; lost, stolen or destroyed coupons; lost, stolen or destroyed bonds; bond registrations; bond processing; guarantee of signatures. *Storage Medium:* Microfilm.

BOC/PDD-320
Payment of Interest
Description: Information on the various means and processes by which the contractual obligation to pay interest is discharged. *Topics:* Direct deposit; cheques; coupons; cash bonuses; withholding tax; interest notices; interest cheque production.

BOC/PDD-325
Retirement of Debt
Description: Information on the process through which owners of Government of Canada securities are reimbursed at maturity or in accordance with the terms under which the securities were issued. *Topics:* Canada Savings Bonds; Government of Canada marketable bonds; treasury bills; war saving certificates; Canadian National Railways bonds; International Bank for Reconstruction and Development (World Bank) bonds; redemptions of foreign loans.

BOC/PDD-330
Accounting for the Public Debt
Description: Information on the recording, for reporting and controlling purposes, of activities for the period during which the securities are in existence. *Topics:* Accounting records and controls; financial reports.

BOC/PDD-335
Administrative Arrangements with Financial Institutions
Description: Instructions and other data made available to financial institutions through which the Bank of Canada deals with bond owners in the normal course of business. *Topics:* Issue of Government of Canada loans and securities; maintenance of debt registers; retirement of debt.

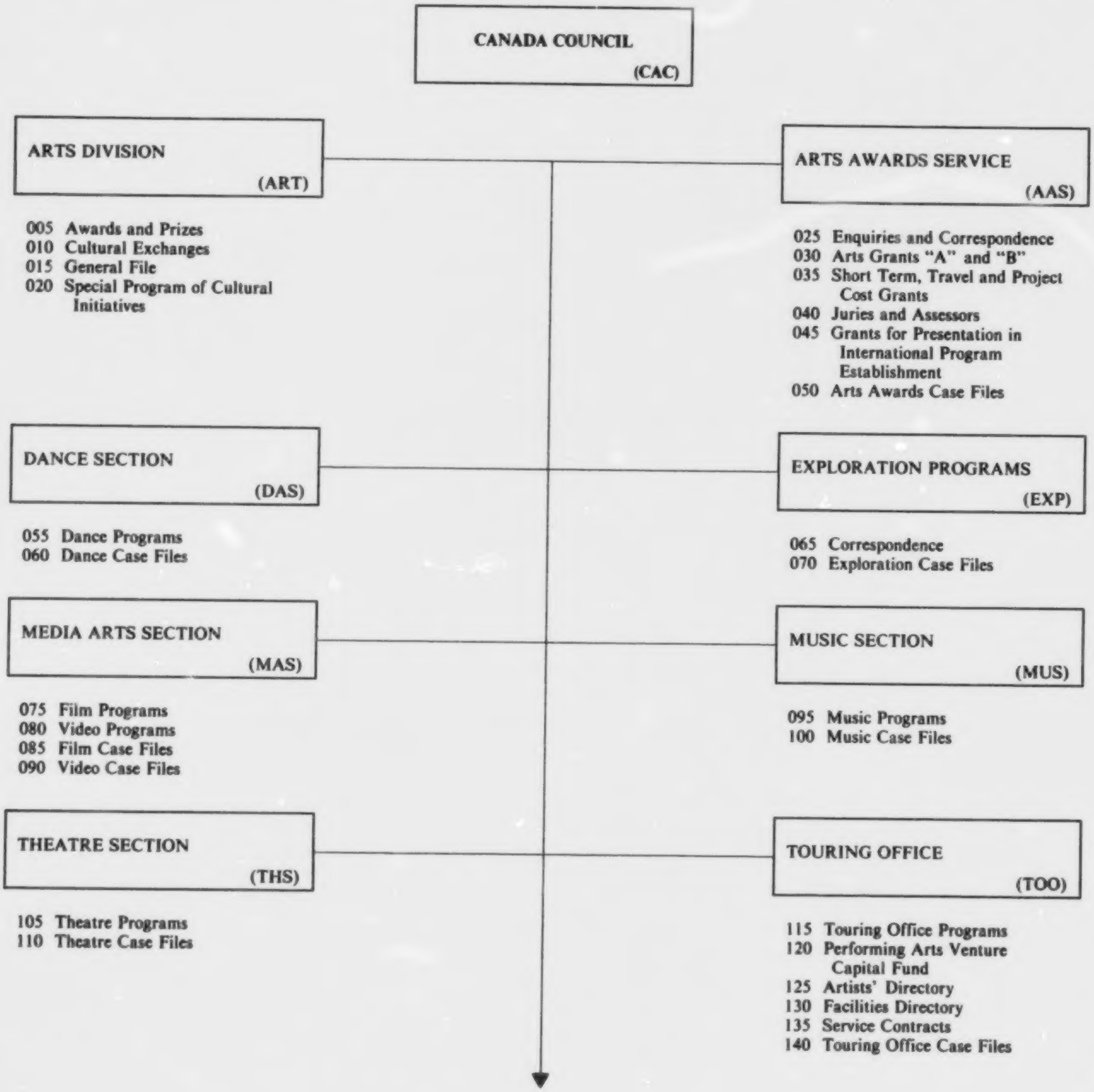
BOC/COM-340
General Accounting Records
Description: Information on various accounts and accounting as prescribed by the *Bank of Canada Act*. *Topics:* Accounts recoverable; Bank of Canada balance sheets; orders — deliveries of Bank of Canada notes; confirmation of balances and statements of gold and securities held in safekeeping for the Bank of Canada; accounting ledgers; trial balances; balance sheets and investment accounting.

BOC/COM-345
Confirmation of Balances and Statements of Gold and Securities Held in Safekeeping by the Bank of Canada
Description: Information on the custodial responsibilities of the Bank towards clients for the safekeeping of their gold or securities. *Topics:* Central banks; chartered banks; domestic financial institutions; Government of Canada accounts; Government of Canada agencies; international financial institutions. *Retrievability:* Files are arranged by organization.

CANADA COUNCIL

Chapter 7

CANADA COUNCIL



CANADA COUNCIL (CAC)

ARTS DIVISION (ART)

005 Awards and Prizes
010 Cultural Exchanges
015 General File
020 Special Program of Cultural Initiatives

ARTS AWARDS SERVICE (AAS)

025 Enquiries and Correspondence
030 Arts Grants "A" and "B"
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ACCESS TO INFORMATION
CO-ORDINATOR
CANADA COUNCIL
99 METCALFE STREET
P.O. BOX 1047
OTTAWA, ONTARIO
K1P 5V8

CANADA COUNCIL

Background

The Canada Council was created by Parliament in 1957 (*Canada Council Act*, 1957, RSC 1970 C.2, as amended). Its mandate, according to Section 8(1) of the Act, is to foster and promote the study, enjoyment and production of works in the arts. In particular, but without limiting the generality of the foregoing, the Council may, in furtherance of its ojectives:

- assist, co-operate with and enlist the aid of organizations, the objects of which are similar to any of the objectives of the Council;
- provide, through appropriate organizations or otherwise, for grants, scholarships or loans to persons in Canada for study or research in the arts in Canada or elsewhere, or to persons in other countries for study or research in the arts in Canada;
- make awards to persons in Canada for outstanding accomplishment in the arts;
- arrange for and sponsor exhibitions, performances and publications of works in the arts;
- exchange with other countries, or organizations or persons there, knowledge and information on the arts; and
- arrange for representation and interpretation of Canadian arts in other countries.

The arts are defined in Section 2 as "architecture, the arts of the theatre, literature, music, painting, sculpture, the graphic arts and other similar creative and interpretive activities." The Council's concerns include not only existing but also emerging new artists, audiences, arts organizations and works in the arts.

Overall Responsibilities

The general policy objective of the Canada Council is to recognize, foster and promote excellence in the arts. Most of its grants are awarded through an extensive system of competitions judged by juries of practising artists and other independent specialists in the particular disciplines.

Canadian Commission for UNESCO

In addition to its mandate to foster and promote the arts, the Canada Council has been assigned responsibility for the Canadian Commission for the United Nations Educational, Scientific and Cultural Organization (UNESCO) under Section 8(2) of the Act, Order-in-Council PC 1957-831, and in conformity with the constitution of UNESCO.

Major Publications

The Canada Council publishes an Annual Report; an Annual Report Supplement listing all grants made during the fiscal year; *Profile*, an overview of Council programs; a consolidated version of the *Canada Council Act;* quarterly bulletins; a monthly selection of arts-related press clippings; and brochures and other material on Council programs.

Manuals

- Financial Policies and Procedures Manual — contains financial guidelines
- Chart of Financial Accounts — coding of all accounts pertinent to the Council's financial management information system; includes account name, code, responsibility centre, etc.
- Canada Council Policies Manual — narrative policy and program description including general, historical, legislative and specific program information as well as description of the awarding system
- Human Resources Manual — contains Council personnel policies and guidelines

Access Procedures

All formal requests under the *Access to Information Act* should be directed to

Access to Information Co-ordinator
Canada Council
99 Metcalfe Street
P.O. Box 1047
Ottawa, Ontario
K1P 5V8
Telephone: (613) 237-3400

Arts Division

This division is responsible for assessing and recommending applications for support to individual artists and arts organizations. It currently consists of nine sections including the Awards Service, Dance, Explorations, Media Arts, Music, Theatre, Touring Office, Visual Arts (including the Art Bank) and Writing and Publication.

Arts Awards Service

This service is responsible for support to individual professional artists for creative activity or skill improvement in architecture, arts administration, arts criticism, creative writing, dance, film, multidisciplinary work and performance art, music, photography, theatre, video, and the visual arts. Its programs include arts grants "A" and "B", short-term grants, project cost grants, travel grants, grants for international representation and visiting artist grants.

Dance Section

This section is responsible for support to professional Canadian dance companies, organizations and associations in ballet, modern and experimental dance. Its programs include grants to dance companies; grants for choreographic workshops; grants to independent choreographers; grants to dance schools; grants to service organizations; aid to dance spaces; grants to presenters of independent dancers and choreographers; and the communications fund.

Explorations Program

This program is responsible for grants given to investigate new forms of cultural expression and participation. Grants are provided to individuals or organizations for innovative projects, within or outside traditional arts disciplines, which contribute towards an understanding of Canada's cultural past or the development of its cultural future.

Media Arts Section

This section provides support for the direct, creative use of conventional and new technologies and related media by independent, professional artists. It administers three major programs: film and holography; video and audio; and integrated media (computer processing, imaging — audio and video — or system control, videotex and teletext, laser techniques, video/disc and optical storage media). Its programs include production grants, aid to organizations, special projects, grants for workshops, communications funds, videotape fund and equipment loan, and the Canada Council Film Collection.

Music Section

This section is responsible for support to Canadian music companies, organizations and associations. Its programs include grants to orchestras; grants to opera companies; grants to other music groups and organizations; grants to amateur choirs; commissioning of Canadian composers; orchestra managers' training program; aid to recording of Canadian performers and composers; and the communications fund.

Theatre Section

This section is responsible for support to professional theatre companies, organizations and associations. Its programs include grants to theatre companies, the playwrights-in-residence program and the communications fund.

Touring Office

The office supports touring by Canadian performing artists, the development of management for Canadian tours and artists and tour co-ordination and promotion. Its programs include touring grants; apprenticeship program; Concerts Canada program; festivals program; performing arts venture capital fund; and the communications fund.

Visual Arts Section

This section is responsible for support to visual arts institutions and associations. Its programs include aid to artist-run spaces; aid to public arts galleries; aid to print workshops; the visiting artist program; and artists studios in New York.

Art Bank

Within the Visual Arts Section, the Canada Council Art Bank purchases works of contemporary Canadian art and rents them to federal government departments and agencies as well as other public institutions and non-profit organizations. The Art Bank also organizes exhibitions of its collection and occasionally lends works for exhibitions by other institutions.

Writing and Publication Section

This section is responsible for support to publishing companies, organizations and associations, and for certain programs of support to writers. Its programs include block grants; project grants; translation grants; aid to periodicals; book purchase donation program; promotion and distribution of Canadian books and periodicals; promotion tours by authors; public readings program; National Book Festival; writers-in-residence program; literary prizes and awards; international writers' exchange program; and grants to national associations of writers, book publishers and periodical publishers.

Classes of Records

CAC/ART-005
Awards and Prizes
Description: Correspondence and case files on the various awards and prize programs operated by the Canada Council. *Topics:* Molson Prizes; Canada Council Medal; Governor General's Awards; Massey Awards; Canadian Broadcasting Corporation and Canada Council Awards for Young Composers; Peter Dwyer Scholarships; Canada Council Translation Prizes; Canadian Broadcasting Corporation and Canada Council Awards for Choirs; Order of Canada; Canada Council Children's Literature Prizes; Canada-French Community of Belgium Literary Prize; Canada-Australia Literary Prize; Jules Léger Prize for New Chamber Music; Victor Martyn Lynch-Staunton Awards; Welsh-Canadian Writers' Exchange; Canada-Scotland Writers-in-Residence; Canada-Switzerland Literary Prize; Healey Willan Prize for Amateur Choirs; Jacqueline Lemieux Prize; Sylva Gelber Foundation Awards; the McLuhan Teleglobe Canada Award; Virginia P. Moore Award; Jean-Marie Beaudet Award; Glenn Gould Prize; Canada-Italy Literary Exchange; the Isaak Walton Killam Research Fellowship; J.B.C. Watkins Awards; Gershon Iskowitz Prize.

CAC/ART-010
Cultural Exchanges
Description: Correspondence and case files on the Canada Council program of cultural exchanges. *Topics:* Program policy; U.S.S.R. cultural exchanges; Czechoslovakia cultural exchanges; cultural exchange conferences with U.S.A.; consultative committee on cultural exchanges program; Canadian Academic Centre in Italy; Interdepartmental Visits Panel; Australia; Austria; Queen's Fellowships; China Cultural Exchanges; Canadian-Mediterranean Institute; Federal Republic of Germany cultural exchange; Canada-France scientific exchange program: *Cité internationale des Arts;* Canadian Cultural Institute in Rome; Institute of Art and Urban Resources, New York.

CAC/ART-015
Arts Division — General File
Description: Correspondence and other information on the Arts Division, but not unique to a specific discipline or section. *Topics:* Policy; arts management and administration courses; appeal procedures; boards of arts organizations new performing arts policy; Olympics 1976; patronage; Festival Canada; limitation of the number of grants to individuals; 1988 Olympic Games; Expo 86; Twenty Plus Five (Green Paper); "Big 12" performing arts organizations; multimedia program; joint financing for the arts with business; television; consultant services; conferences, meetings, seminars.

CAC/ART-020
Special Program of Cultural Initiatives
Description: Correspondence, policy information and other information on the Department of Communications' special program of cultural initiatives and the Canada Council's role as adviser to the Department of Communications for that program.

CAC/AAS-025
Enquiries and Correspondence
Description: General enquiries on eligibility for grants under programs administered by the Arts Awards Service; also general correspondence. *Retrievability:* Files arranged by enquirer.

CAC/AAS-030
Arts Grants "A" and "B"
Description: Correspondence, policy and information on the above grants, not related to the actual applications.

CAC/AAS-035
Short-term, Travel and Project Cost Grants
Description: Correspondence, policy and information on the above grants, not related to the actual applications.

CAC/AAS-040
Juries and Assessors
Description: Correspondence and other information on the Canada Council system of peer evaluation which uses juries and assessors. *Topics:* Policy architecture; dance; film and photography; music; theatre; visual arts; writing; list of assessors. *Retrievability:* Files arranged by discipline.

CAC/AAS-045
Grants for Representation in International Program Establishment (GRIPE)
Description: Policy file on the establishment and development of what is now known as the Grants for International Representation Program.

CANADA COUNCIL

CAC/AAS-050
Arts Awards Case Files
Description: Case files for all grant and service programs administered by the Arts Awards Service with the exception of certain awards and prizes (see CAC/ART-005) and cultural exchanges (see CAC/ART-010). *Topics:* Arts grants "A" and "B"; short-term grants; project cost grants; travel grants; grants for international representation (GRIPE); visiting artists. *Storage Medium:* Computer. *Retrievability:* Files arranged by applicant.

CAC/DAS-055
Dance Programs
Description: Correspondence and information, not related to the actual applications, on the grant and service programs of the Dance Section; also communications fund case files. *Topics:* Policy; dancers' salary fund; grants for training in dance administration; support to presenters of independent dancers and choreographers; guest teachers program; Guldenkian National Choreographic Summer School; communications fund.

CAC/DAS-060
Dance Case Files
Description: Case files for all grant and service programs of the Dance Section with the exception of the communications fund. *Topics:* Operating grants — large companies; operating grants — small companies; services; training creation and diffusion; other grants. *Retrievability:* Files arranged by applicant.

CAC/EXP-065
Correspondence
Description: General correspondence on the activities of the Explorations Program. *Topics:* Routine correspondence — ineligible project proposals, requests for information, requests for application forms.

CAC/EXP-070
Explorations Case Files
Description: Applications to the Explorations Program. *Topics:* Exploration grants — scripts, craft workshops, biographies, slides and related art forms, popular writing, recordings, film, video, and audio experiments, community-based cultural animation projects and local and regional histories. *Retrievability:* Files arranged by applicant.

CAC/MAS-075
Film Programs
Description: Correspondence and information on the film programs not related to actual applications; also case files for the communications fund. *Topics:* Policy; film advisory committee; Canadian film internship program; Canadian independent short film showcase; communications fund; film collection. *Retrievability:* Files arranged by subject and, for the communications fund, by applicant.

CAC/MAS-080
Video Programs
Description: Correspondence and information on the video programs not related to actual applications; also case files for the communications fund. *Topics:* Policy; colour studio access for artists project; video tape and equipment fund; communications fund. *Retrievability:* Files arranged by subject and, for the communications fund, by applicant.

CAC/MAS-085
Film Case Files
Description: Case files for all film program grants and services of the media arts section with the exception of the communications fund. *Topics:* Film program — production grants, grants to organizations and special projects. *Retrievability:* Files arranged by applicant.

CAC/MAS-090
Video Case Files
Description: Case files for all video programs and services of the Media Arts Section with the exception of the communications fund. *Topics:* Video programs — individual grants, groups, tape and equipment fund, production grants, grants to organizations and special projects. *Retrievability:* Files arranged by applicant.

CAC/MUS-095
Music Programs
Description: Correspondence and information which is not related to the actual applications on the grant and service programs of the Music Section; also case files for the communications fund. *Topics:* Policy; auditions — *Ecole d'art lyrique de Paris*, managerial training program for symphony organizations; choral organizations; national concert bureau; contemporary music festivals; National Music School; aid to Parallel Galleries program; New Brunswick and symphony concerts; Canada's orchestras and the Canada Council; Association of Canadian Orchestras — policy program; hiring practices of Canadian composers; Canadian content of orchestras; community musicians program; air transport of musical instruments; instrument bank; *Opéra au Québec;* commissioning of Canadian composers; publication of Canadian music; communications fund — opera; recording of Canadian music; communications fund — orchestras. *Retrievability:* Files arranged by subject and, for the communications fund, by applicant.

CAC/MUS-100
Music Case Files
Description: Case files for all grant and service programs of the music section, with the exception of the communications fund. *Topics:* Music program; Canadian music program; artists-in-residence program. *Retrievability:* Files arranged by applicant.

CAC/THS-105
Theatre Programs
Description: Correspondence and information, not related to actual applications, on the grant and service programs of the Theatre Section; also case files for the communications fund. *Topics:* Policy; playwrighting; theatre for young audiences; National Theatre School; Flying Squad Program; Group of Seven theatres fund; playwrights in residence program; production grants to independent theatre artists; communications fund. *Retrievability:* Files arranged by subject and, for the communications fund, by application.

CAC/THS-110
Theatre Case Files
Description: Case files for all grant and service programs of the Theatre Section with the exception of the communications fund. *Topics:* Performing companies program; service organization program; schools and universities program; Travelling Drama Critics Award; special projects. *Retrievability:* Files arranged by applicant.

CAC/TOO-115
Touring Office Programs
Description: Correspondence and information not related to actual applications to the programs of the touring office.

CAC/TOO-120
Performing Arts Venture Capital Fund
Description: Correspondence, policy and case files on the performing arts venture capital fund, administered by the Touring Office. *Retrievability:* Files arranged by applicant.

CAC/TOO-125
Artists' Directory
Description: Information on booking contacts, organizations, artists and touring activities, technical information, union affiliations and other information required by the Touring Office to produce its

service publication, the Artists' Directory. *Topics:* Dance; music; opera and oratorio singers; theatre services; individuals or groups for publication.

CAC/TOO-130
Facilities Directory
Description: Technical specifications, stage plans and other information on performing arts facilities required by the Touring Office to produce its service publication, the Facilities Directory. *Retrievability:* Files arranged by province.

CAC/TOO-135
Service Contracts
Description: Project files containing correspondence, contracts, project reports and other information on service contracts provided by the Touring Office to individuals, for the provision of tour promotion, publicity and co-ordination services to arts organizations. *Retrievability:* Files arranged by project.

CAC/TOO-140
Touring Office Case Files
Description: Case files for all grant programs of the Touring Office with the exception of the performing arts venture capital fund. *Topics:* Touring grants — music, dance, theatre, other; apprenticeships; Concerts Canada; festivals. *Retrievability:* Files arranged by applicant.

CAC/VAS-145
Visual Arts Programs
Description: Correspondence and information not related to actual applications on the grant and service programs of the Visual Arts Section; also case files for the visiting artists program and the communications fund. *Topics:* Policy; exhibition at the Akademie der Kunste, Berlin 1982; import charges and copyright on works of art; studio space for visual artists; crafts program; special purchase awards, Directors' Choice; Sydney Biennial — Australia; *Représentation de l'art canadian contemporain à l'étranger;* private galleries; communications fund; visiting artists program; visiting artists on invitation to China. *Retrievability:* Files arranged by subject and, for the visiting artists program and the communications fund, by applicant.

CAC/VAS-150
Case Files
Description: Case files for all grant and service programs of the Visual Arts Section, with the exception of the visiting artists program and the communications fund. *Topics:* Galleries program; other visual arts programs — grants to print workshops, artists-in-residence, special projects. *Retrievability:* Files arranged by applicant.

CAC/ARB-155
Art Bank Programs and Case Files
Description: Correspondence, policy and information on the Art Bank. *Topics:* Advisory selection committee; photography contracts; purchases; insurance; shipping; framing; repairs and restoration; sales of slides; artist's copyright; artist's representatives; large print commission program; Sculpture Park — Ottawa; reproduction slides; Art Bank Gallery; presentations and lectures; art gallery purchases; purchases from artists; rentals to federal government departments; loans to art galleries for exhibitions; rentals to industries and corporations; sales of works; long-term loans to galleries; special purchase assistance; rentals outside the federal mandate; special projects, exhibitions, loans, rentals; Art Bank exhibitions. *Retrievability:* Files arranged by subject for program files and by applicant for case files. All program and case files, except art gallery purchases and purchases from artists, are maintained by the Art Bank. *Special Access Note:* Case files for the purchase program are maintained by the central records management unit.

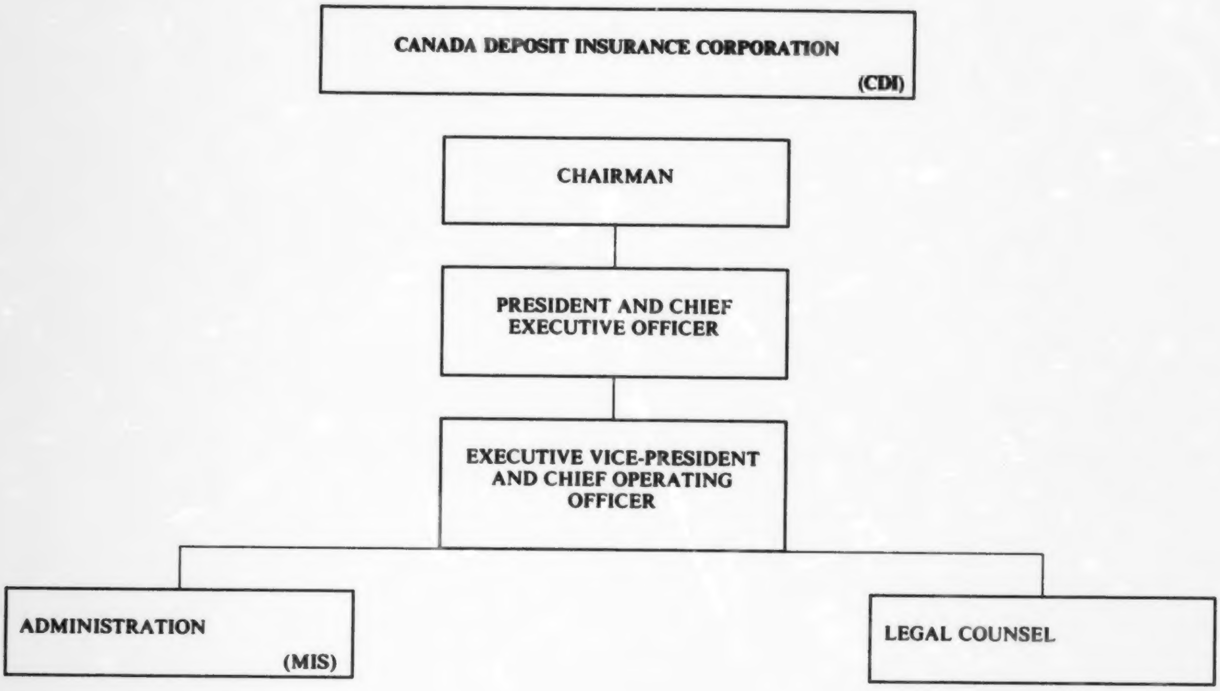
CAC/WPS-160
Writing and Publications Programs
Description: Correspondence and information, not related to actual applications, on the grant and service programs of the Writing and Publication Section, other than literary awards, prizes and cultural exchanges; includes the case files of the book purchase and donation program. *Topics:* Policy; *oeuvres de Robert Elie; programme de promotion des prix littéraires;* aid to translation program; criticisms on literary grants; National Book Festival; national translation program; international translation program; public readings program; compensation for library use; book promotion and distribution; book purchase program; literary and arts periodicals; promotion tours for authors; publishers' promotion fund. *Retrievability:* Files arranged by subject and, for the book purchase and donation program, by applicant.

CAC/WPS-165
Writing and Publications Case Files
Description: Case files for all grant and service programs of the Writing and Publication Section, with the exception of the book purchase and donation program, literary prizes and awards and the literary cultural exchanges. *Topics:* Books program; promotion and distribution program; writer-in-residence program; associations program; conferences and research program; other programs. *Retrievability:* Files arranged by applicant.

CANADA DEPOSIT INSURANCE CORPORATION

Chapter 8

CANADIAN DEPOSIT INSURANCE CORPORATION


CANADA DEPOSIT INSURANCE CORPORATION
(CDI)
CHAIRMAN
PRESIDENT AND CHIEF EXECUTIVE OFFICER
EXECUTIVE VICE-PRESIDENT AND CHIEF OPERATING OFFICER
ADMINISTRATION
(MIS)
LEGAL COUNSEL

035 Canada Deposit Insurance Corporation Files

ACCESS TO INFORMATION AND
PRIVACY CO-ORDINATOR
CANADA DEPOSIT INSURANCE
CORPORATION
22nd FLOOR
320 QUEEN STREET
TOWER A
OTTAWA, ONTARIO
K1P 5W5

CANADA DEPOSIT INSURANCE CORPORATION

Background

The Canada Deposit Insurance Corporation was established in 1967 by the *Canada Deposit Insurance Corporation Act*. The Corporation's primary role is to provide, for the benefit of persons having deposits in a bank, trust or loan company, insurance against the loss of all or part of their deposits, to a maximum of $60 000, in the event of the failure of the member institution concerned.

The definition of a "deposit" may be summarized as: moneys received by a member institution which it is obligated to repay on demand, or on a fixed or determinable date that is within five years from the date of the deposit. Deposits not payable in Canada or repayable in foreign currency are not insured.

In the furtherance of its main function, the Corporation may, amongst other powers, acquire assets from, or make or guarantee loans to or deposits with a member institution for the purpose of averting or reducing a threatened loss to the Corporation.

Laws and Regulations

- Canada Deposit Insurance Corporation Act ("the Act")
- Canada Deposit Insurance Corporation General By-law
- Part XII Financial Administration Act

Organization

The affairs of the Corporation are administered by the Board of Directors which presently consists of the Chairman who is appointed by the Governor in Council, and four directors who hold the offices of Governor of the Bank of Canada, the Deputy Minister of Finance, the Superintendent of Insurance and the Inspector General of Banks. Legislation presently before Parliament will, if passed, provide for the addition of four members to be appointed by the Governor in Council. The Corporation reports to Parliament through the Minister of Finance.

Publications

- Annual Report (made pursuant to section 46 of the Act)
- Information Brochure
- List of Member Institutions

Access Procedures

Please address all inquiries to

The Access to Information and Privacy Co-ordinator
Canada Deposit Insurance Corporation
22nd Floor
320 Queen Street
Tower A
Ottawa, Ontario
K1P 5W5
Telephone: (613) 996-2081

Classes of Records

CDI/MIS-035 *Formerly Identified as:* CDI/MIS-005; 010; 015; 020; 025; LEG-030

Canada Deposit Insurance Corporation Files
Description: The Corporation's files contain information relating to applications for deposit insurance, exchanges of correspondence with member institutions and supervisory authorities, inspections and reports on the financial conditions of member institutions, returns by member institutions of insured deposit liabilities, the assessment and collection of premiums, the liquidation of member institutions, the payment of claims by the Corporation, the investment of assets of the Corporation and the general administration of the operations of the Corporation. *Topics:* Application forms, instruments of incorporation, correspondence, reports, returns of deposits, statements of assets and liabilities, agency agreements, policy forms and contracts.

Deleted Classes of Records

CDI/MIS-005	Supervision of Field Operations
CDI/MIS-010	Inspection of Member Institutions
CDI/MIS-015	Assessment and Collection of Premiums
CDI/MIS-020	Accounting
CDI/MIS-025	General Administration
CDI/LEG-030	Legal Services

CANADA LABOUR RELATIONS BOARD

Chapter 9

CANADA LABOUR RELATIONS BOARD

CANADA LABOUR RELATIONS BOARD
(CLR)

OPERATIONS
(OPS)

- 005 Aquisition and Termination of Bargaining Rights
- 010 Complaints of Unfair Labour Practice
- 015 Unlawful Work Stoppage
- 020 Safety of Employees
- 025 Review and Enforcement of Orders
- 030 Collective Bargaining and Collective Agreements
- 035 Change of Terms and Conditions of Employment

ACCESS TO INFORMATION
CO-ORDINATOR
CANADA LABOUR RELATIONS BOARD
240 SPARKS STREET
4th FLOOR, WEST
OTTAWA, ONTARIO
K1A 0X8

CANADA LABOUR RELATIONS BOARD

Background

Until the appointment of the present Board, the Canada Labour Relations Board (organized in 1948) was composed of members appointed by the federal government to deal, on a part-time basis, with the orderly resolution of trade union representation disputes under the *Industrial Relations and Disputes Investigation Act*. This dealt chiefly with applications for certification and decertification of trade unions for employees of industries that came under federal jurisdiction. This Board, which had representation from both management and labour, met when required and officers and staff of the Employee Representation branch of the Department of Labour performed the administrative and operational duties.

The present Canada Labour Relations Board was established in 1972 by the amended Canada Labour Code (R.S.C. 1970, C L-1 as amended by S.C. 1972, c. 18) and became effective March 1, 1973. The Board is designated as a Department within the meaning of the *Financial Administration Act* and reports to Parliament through the Minister of Labour.

Appointments to the Board are by Orders-in-Council, for terms of up to five years for Board members and up to ten years for Chairman and Vice-Chairmen. Section 111(2) of the Canada Labour Code provides for a Chairman, from one to five Vice-Chairmen and from four to eight Board members.

The members of the Board are full-time appointees with experience and knowledge of industrial relations and labour law. As members of a non-partisan board they are prohibited from holding any other remunerated office or employment.

The Board conducts hearings in all provinces and territories in order to be accessible to parties having business before it. A quorum of three members, which includes the Chairman or a Vice-Chairman, has the power to transact business and hand down decisions.

Laws and Regulations

- Canada Labour Code
- Canada Labour Relations Board Regulations, 1978, SOR 78-499

Overall Responsibilities

Part V of the Canada Labour Code (Industrial Relations) charges the Board with a two-fold responsibility: to grant, modify and terminate bargaining rights; and to resolve, through mediation or adjudication, complaints of unfair labour practice concerning violations of the Code by trade unions or employers. On finding a violation of the Code, the Board is empowered to order reinstatement and compensation where appropriate. It is also empowered, upon application, to order employees to return to work in cases of illegal work stoppages and attempt to resolve or adjudicate, where necessary, various other types of disputes that may arise under Part V of the Code.

Organization

The present Board is made up of the Chairman (who is the Chief Executive Officer), four Vice-Chairmen and eight Board members. The Board has a single program consisting of the administration of certain sections of Parts IV and V of the Canada Labour Code. It is supported in this activity by investigation and mediation staff in five offices in Dartmouth, Montréal, Toronto, Winnipeg and Vancouver, as well as at its headquarters in Ottawa.

Staff in the regions and at headquarters process all applications and complaints which come before the Board, conduct investigations, mediate complaints, attempt to achieve settlements and conduct votes. Headquarters staff also provide support services at hearings and in-camera meetings, maintain a registry of case files, and issue the decisions of the Board. There is also a division which is responsible for planning and program development.

There are no operational manuals as such; various operational guidelines and directives exist, but these are not assembled in a common manual.

Major Publications

The Board publication *di* (decisions and information) contains the Board's reasons for decision in full, in both official languages, along with a brief subject index. Decisions in cases for which no formal reasons are issued are also listed briefly. The publication also contains statistical tables on the number and regional distribution of hearings held, and on the number and types of applications received during specified periods.

The Board also publishes an annual report as required by Part V of the Canada Labour Code (Industrial Relations), Section 210. The report contains a summary of the Board's activities for the fiscal year along with statistical tables and a financial statement.

The Board has also published Your Rights under the Code, a booklet designed to describe in clear language the rights and obligations of all persons and parties covered by Part V of the Canada Labour Code and to outline the procedures to be followed by persons or parties who have suffered as a result of non-compliance or violation of the Code by some other person or party.

Key Contacts

The Canada Labour Relations Board's (CLRB) five regional offices establish the Board's presence in all parts of Canada and facilitate the filing of applications and complaints. In addition to investigating applications and mediating complaints the regional offices are available to provide general information and assistance to the public in the regions.

General information may be obtained by telephone, in writing or in person at any of the regional offices and at CLRB headquarters.

Head Office

C.D. Howe Building
240 Sparks Street
4th Floor West
Ottawa, Ontario
K1A 0X8
Telephone: (613) 996-9466
Telex: 053-4426

General Enquiries

Telephone: (613) 996-9466

Library and Public Reading Room

Chief Librarian
Telephone: (613) 996-9466 ext. 231

Legal Counsel

Legal Assistant
Telephone: (613) 996-9466 ext. 224

Program and Service Assistance

Director, Operational Services and Registrar
Telephone: (613) 996-9466 ext. 260

Québec Region

Guy Favreau Complex
200 Dorchester Boulevard West
Suite 1202 — East Tower
Montréal, Québec
H2Z 1X4
Telephone: (514) 283-3258
Telex: 05-25706

Ontario Region

Toronto Dominion Bank Tower
Suite 1905
P.O. Box 190
Toronto, Ontario
M5K 1H6
Telephone: (416) 369-3782

Western Region

1090 West Pender Street
12th Floor
Vancouver, British Columbia
V6E 2N7
Telephone: (604) 666-6001
Telex: 04-5124

Central Region

One Lakeview Square
Suite 1040
155 Carlton Street
Winnipeg, Manitoba
R3C 3H8
Telephone: (204) 949-3145

Atlantic Region

Queen Square
14th Floor
45 Alderney Drive
Dartmouth, Nova Scotia
B2Y 2N6
Telephone: (902) 426-7068

Access Procedures

Formal requests under the *Access to Information Act* should be forwarded to

Access to Information Co-ordinator
Canada Labour Relations Board
240 Sparks Street
4th Floor West
Ottawa, Ontario
K1A 0X8
Telephone: (613) 996-9466

Classes of Records

CLR/OPS-005
Acquisition and Termination of Bargaining Rights
Description: Case files concerning the acquisition by trade unions of the right to bargain collectively on behalf of employees in the federal jurisdiction, through certification as bargaining agent or by way of successor rights, and the termination of bargaining rights. *Topics:* Application for certification; application for declaration of single employer; application for revocation of certification; application for declaration of successor rights; application for declaration of sale of business; application for access to employer's premises for the purpose of soliciting union membership.

CLR/OPS-010
Complaints of Unfair Labour Practice
Description: Complaints by persons or organizations that an employer, a trade union or a person has violated or failed to comply with provisions of the Canada Labour Code, Part V (Industrial Relations). *Topics:* Complaints related to failure to bargain in good faith, interference with the bargaining rights of a bargaining agent and changing of conditions of employment without the consent of the bargaining agent during the prescribed bargaining period; complaints alleging offences by employers such as interference with the formation or administration of a union or the representation of employees by a trade union, or discrimination against employees for union membership, union activity or the exercise of their rights under the Code; complaints alleging violations by trade unions such as trying to force an employer to bargain collectively in respect of employees for whom the union is not the bargaining agent, bargaining with an employer in respect of employees with the knowledge that another organization is the actual bargaining agent, interference in the formation or administration of an employer's organization, unauthorized soliciting of employees during their working hours at their place of employment, requiring the termination of an employee for loss of union membership unless that loss of membership is the result of failure to pay the required union fees, the application of membership rules or disciplinary procedures in a discriminatory manner, and discriminating against a person in matters related to employment or union membership because a person has exercised certain rights or fulfilled specified obligations under the Code; complaints alleging failure of a trade union to represent fairly all employees in the bargaining unit, or failure to establish rules for the referral of members to employment and apply the rules fairly, and alleging failure of a trade union to provide certified financial statements of its affairs to the end of its last fiscal year to any of its members free of charge.

CLR/OPS-015
Unlawful Work Stoppage
Description: Applications by an employer (in the case of a strike) or by a trade union (in the case of a lockout) for a declaration that the work stoppage is unlawful and for an order returning employees to work. *Topics:* Applications concerning unlawful strikes; applications in cases of unlawful lockout.

CLR/OPS-020
Safety of Employees
Description: Complaints by employees either alleging that their employer has imposed a penalty on them because they refused to work in accordance with their rights under Part IV of the Canada Labour Code (Refusal to Work because of Imminent Danger) or requesting the Board to review a safety officer's decision concerning a refusal to work on grounds of imminent danger.

CLR/OPS-025
Review and Enforcement of Orders
Description: Applications to amend or rescind previous Board decisions or to reconsider previous decisions; requests to file Board orders in the federal court to give them the weight of an Order of the Court; or applications for the written consent of the board to prosecute an offence under the Canada Labour Code. *Topics:* Application for review; filing of Board order in court; consent to prosecute.

CLR/OPS-030
Collective Bargaining and Collective Agreements
Description: Applications concerning the existence of disputed collective agreements or the identification of parties bound by a collective agreement; applications concerning the failure of an employer to comply with obligations under a collective agreement respecting any proposed technological change; applications for permission to give the employer notice to begin collective bargaining

following a notice of technological change; references from the Minister of Labour directing the Board to inquire into disputes related to the settlement of first collective agreements, and to impose a first agreement on the parties if necessary; applications by parties to a collective agreement to serve notice to bargain following the establishment of a portion of the public service as a Crown Corporation and following certain determinations by the Board as to whether the agreement will remain in force, the expiration date if it does remain in force, whether the employees concerned constitute one or more units appropriate for collective bargaining, and which trade union shall be the bargaining agent for each unit. *Topics:* Determination of the existence of a collective agreement; revision of terms of collective agreement; technological change; leave to serve notice to bargain concerning technological change; provision of first agreement; portion of the public service established as Crown Corporation.

CLR/OPS-035
Change of Terms and Conditions of Employment
Description: Application by employers under federal jurisdiction for permission to alter the rates of pay, or any other terms or conditions of employment, or any rights or privileges of employees who are the subject of an application by a trade union to represent the employees in collective bargaining.

CANADA LANDS COMPANY LIMITED

Chapter 10

CANADA LANDS COMPANY LIMITED

Background

The Canada Lands Company Limited has, by virtue of its letters patent of incorporation, the power to acquire, purchase, lease, hold, improve, manage, exchange, sell, turn to account or otherwise deal in or dispose of real or personal property or an interest therein. However, it has been used only to hold certain leasehold interests in one property in London, England, and two properties on Indian reserves in Canada. The Corporation is also the sole or majority shareholder in four subsidiary corporations.

Organization

The Canada Lands Company Limited, has no staff and no budget. Its three directors are employees of Public Works Canada.

Access Procedures

Individuals seeking access to Canada Lands Company Limited information should direct requests to

Access to Information and Privacy Co-ordinator
Canada Lands Company Limited
Sir Charles Tupper Building
Riverside Drive
Ottawa, Ontario
K1A 0M2
Telephone: (613) 998-4544

CANADA MORTGAGE AND HOUSING CORPORATION

Chapter 11

CANADA MORTGAGE AND HOUSING CORPORATION

CANADA MORTGAGE AND HOUSING CORPORATION
(CMH)

GENERAL COUNSEL AND CORPORATE SECRETARY SECTOR
(GCC)

005 Legal Documentation
010 Agreements
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020 Boards and Committees
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INSURANCE SECTOR
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160 Mortgage Rate Protection Program
340 Energy Conservation
345 Programs Delivery
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PROGRAMS SECTOR
(PSO)

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050 Federal-Provincial Housing
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085 Land
090 Neighbourhood Improvement Program and Residential Rehabilitation Assistance Program
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CANADA MORTGAGE AND HOUSING CORPORATION

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(PDR)

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185 External Research
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280 Technical Planning and Support
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OPERATIONS AUDIT DIVISION

(OAD)

320 Comprehensive Audit
325 Computer Audit
330 Financial Audit
335 Special Audit

ACCESS TO INFORMATION
AND PRIVACY OFFICE
CANADA MORTGAGE AND
HOUSING CORPORATION
NATIONAL OFFICE
682 MONTREAL ROAD
OTTAWA, ONTARIO
K1A 0P7

CANADA MORTGAGE AND HOUSING CORPORATION

Background

The Canada Mortgage and Housing Corporation (CMHC) was incorporated as a Crown corporation on 1 January 1946 by an Act of Parliament, with the authority to act for the Government of Canada in all matters prescribed under the Housing Acts, principally the *National Housing Act (NHA)*. The Corporation reports to Parliament through a designated Minister. The affairs of the Corporation are managed by a Board of Directors consisting of the Chairman of the Board, the President, a designated Vice-President, five members from the public at large, and two members from the public service, all appointed by the Governor-in-Council.

Laws and Regulations

CMHC's activities are governed by the *National Housing Act* and its Regulations, the *Canada Mortgage and Housing Corporation Act* and, in certain respects, the *Financial Administration Act*.

Overall Responsibilities

The CMHC's mission as stated in the *National Housing Act* is to promote the construction of new houses, the repair and modernization of existing housing, and the improvement of housing and living conditions. Some of these programs have been used to further government objectives such as economic growth, job creation and energy conservation.

Under the terms of the *NHA*, the Corporation is authorized, on the government's behalf, to establish a system of mortgage loan insurance; to acquire and develop lands for public purposes; and to assist Canadians, mainly by the provision of loans and contributions, in gaining access to suitable accommodation, whether as homeowners, tenants or members of co-operative organizations, and in improving existing dwellings and the quality of their community environment. It also has a general mandate to improve the quality of housing and community planning through research, development and the dissemination of information, and to act as a policy adviser to the government.

The Corporation pursues its mission through three distinct planning elements for the purpose of planning and budgeting. These include: Market Housing, Social Housing and Housing Quality.

The Corporation's activities are grouped into three categories as provided for by its legal and financial framework: Administered Funds, Asset Administration and Services to Others, and Government Programs.

Organization

The President is the Chief Executive Officer. Other executive officers include: the Senior Vice-President; Vice-Presidents responsible for Insurance, Programs, Finance and Management Information Systems, Policy Development and Research, and Organization Development; and the General Counsel and Corporate Secretary.

The Corporation's staff of some 3 200 employees are located at the national office in Ottawa and in 50 offices throughout Canada. Its field organization is divided into five regions: Atlantic, Québec, Ontario, Prairie and Northwest Territories, British Columbia and Yukon, each headed by a general manager. There is a provincial director in each provincial capital in the Atlantic region and in the Prairie and Northwest Territories region who also acts as the local branch manager.

Major Publications

- CMHC Publications Catalogue (NHA 5006)
- National Housing Loan Regulations
- Residential Standards, Canada 1980 (Metric Edition) — the minimum building standards for housing built under the *National Housing Act;* issued by the Associated Committee on the National Building Code
- National Housing Act
- Canada Mortgage and Housing Corporation Act
- CMHC Guidelines and Procedures Manual (32 Volumes) — CMHC business systems documentation
- General Memoranda and the Regional Directives — specific procedures and guidelines issued concerning specific actions; General Memoranda are usually incorporated at a later date into the Guidelines and Procedures Manual
- NHA Loan Insurance Handbook — instructions on loan processing for *National Housing Act* — approved mortgage lenders, on loan administration practices, and on claims against the Mortgage Insurance Fund
- Corporation Instruction Manual — old guidelines and procedures manual containing instructions not yet incorporated into the new guidelines and procedures manual

General Information

Information and Communications Centre

The Information and Communications Centre (ICOM) answers questions from the press and the public about Canada Mortgage and Housing Corporation's activities and programs, distributes publications, issues news releases and markets CMHC programs and services. To get your name on a mailing list, specify your area of interest and contact the centre at the following address:

Information and Communication Centre (ICOM)
Canada Mortgage and Housing Corporation
LaSalle Academy
373 Sussex Drive
Ottawa, Ontario
K1A 0P7
Telephone: (613) 748-2609
Telex: 053-4842

Information Officers

The Corporation has trained information officers at its national office in Ottawa and in each of its regional offices across the country. The regional offices are: Saint John, New Brunswick; Québec, located in Montréal; Ontario, located in Toronto; Prairies and the Northwest Territories, located in Saskatoon; and British Columbia and the Yukon Territory, located in Vancouver. The public should enquire about CMHC programs and services at the nearest CMHC office.

Publications

The Information and Communications Centre (ICOM) maintains the CMHC publications list (NHA 5006). It includes brochures, periodicals, books and bibliographies dealing with national housing regulations and standards, home selection and housing programs, metric aids, planning, design and construction, housing rehabilitation and energy conservation, the elderly and the handicapped, and children. (For 20 copies or more a 30 percent discount is available for educational institutions and non-profit organizations.)

Library

The Canadian Housing Information Centre (CHIC) contains 60,000 publications on all aspects of house building and community development. It also has a number of special collections, including material on housing for disabled persons and all reports from the United Nations Human Settlements Conference, Habitat, which was held in Vancouver in 1976. It subscribes to 750 Canadian, British and American journals and newsletters. CHIC makes available all research reports undertaken under Part V of the *National Housing Act*. CHIC publishes and distributes quarterly a listing of all Part V studies under way or recently completed, entitled Recent Research Funded by CMHC (Quarterly Report).

The library staff will provide factual or bibliographic information on housing matters to anyone who enquires. The centre welcomes such enquiries, which may be made by mail, telephone, telegram, telex, or in person.

Documents, articles, reports and other material of reasonable length will be sent out on request. Books, extensive collections and similar material may be consulted in the Centre or in other libraries in the National Capital Region with which CMHC maintains reciprocal lending arrangements. The centre is open from 8:30 a.m. to 4:45 p.m. on weekdays from September until the end of May and from 8:30 a.m. to 4:15 p.m. from June to the end of August.

Canadian Housing Information Centre (CHIC)
Canada Mortgage and Housing Corporation
National Office
682 Montreal Road
Ottawa, Ontario
K1A 0P7
Telephone: (613) 748-2362
Telex: 053-3674

Access Procedures

Requests for CMHC records under the *Access to Information Act* should be addressed to

Access to Information and Privacy Office
Canada Mortgage and Housing Corporation
National Office
682 Montreal Road
Ottawa, Ontario
K1A 0P7
Telephone: (613) 748-2843

Reading Rooms are available at the Canadian Housing Information Centre (CHIC), Access to Information and Privacy Offices, both in Ottawa, and at each regional, branch and local office.

General Counsel and Corporate Secretary Sector

The sector is composed of three units: Legal Division, Office of the Corporate Secretary and Access to Information and Privacy Office (ATIP).

Legal Division

Legal Division prepares CMHC's legislative program to effect new policy proposals, reviews proposed legislation, enactments and decisions of interest to CMHC originated elsewhere, and conducts or supervises the conduct of litigation and legal proceedings to which CMHC is a party. It also provides final legal review of, and makes recommendations to, CMHC administrators on all legal documents, CMHC programs, and federal-provincial and other intergovernmental agreements.

Manuals

- Legal Services, Vol. 28 of the CMHC Guidelines and Procedures Manual

Office of the Corporate Secretary

The Office of the Corporate Secretary is responsible for facilitating the work of members of the board of directors and officers of the Corporation by managing the decision-making process, including the process of making submissions to the board of directors and committees, the planning and organizing of meetings, and the recording, communicating and follow-up of decisions to ensure implementation. The office acts as custodian of the Corporate seal, minute books, by-laws, resolutions and CMHC Cabinet, Treasury Board and Order-in-Council submissions and decisions. The assistant corporate secretary certifies official documents and co-ordinates the production of the annual report to Parliament. The Office of the Corporate Secretary also co-ordinates liaison with the national executives of housing-related industry associations.

Manuals

- Corporate Overview, Office of the Corporate Secretary, Vol. 1 of the CMHC Guidelines and Procedures Manual — describes the decision-making process of the Corporation
- CMHC General Management Structure — describes Corporate organizational principles and managerial responsibilities and the specific roles, core functions and authorities of members of senior management
- Cabinet Paper Systems (Privy Council Office) — describes the procedures for writing and handling cabinet documents
- Office of the Corporate Secretary Procedures

Access to Information and Privacy Office

The Access to Information and Privacy Office is responsible for the co-ordination and administration of the *Access to Information Act* and the *Privacy Act* within the Corporation.

Manuals

- Access to Information, Vol. 28 of the CMHC Guidelines and Procedures Manual — describes reporting requirements and operating procedures for handling requests for access to CMHC held records. It provides information relating to the application of exemptions to records or parts of records and complaints about the Act's application. The Privacy section, in the same volume, describes policies and procedures to protect personal information and operating procedures for handling requests for personal information

Programs Sector

Social Housing Group

The Group is responsible for assisting Canadians whose income is insufficient to obtain affordable, adequate and suitable accommodation by supporting the production and provision of well-targetted, cost-effective housing, either unitarily or in conjunction with the provinces, municipalities and their agencies, Indian bands and native organizations, and non-profit and co-operative housing orgainizations.

Manuals

- Social Housing, Vol. 7 of the CMHC Guidelines and Procedures Manual — describes the administration of Social Housing Programs

Rural and Native Housing Group

The Group is accountable for the delivery of rural and native housing programs to natives in all areas, to Indians on reserves and to low income people, in communities with a population of less than 2,500 and for the encouragement of maximum client involvement in meeting their housing needs. It provides guidelines and procedures for field office delivery of housing units with provincial agencies, Indian and Northern Affairs Canada (INAC) on-reserve activity and client groups, and renovations and repairs of units under the rural Residential Rehabilitation Assistance Program (RRAP) and Emergency Repair Program. It administers support mechanisms, including operating expense assistance, project funds, secondment of administrative and technical staff, native cadre training and client training courses, training material and equipment.

Manuals

- Rural and Native Housing, Vol. 8 of the CMHC Guidelines and Procedures Manual — describes the administration of the rural and native housing programs
- Rural Residential Rehabilitation Assistance Program (RRAP) Handbook
- Counselling Handbook — Homeownership

Residential Improvement Group

The Group promotes and supports the rehabilitation of substandard housing and the improvement of existing housing. It develops and maintains adequate program training and guidance material, distributes program promotion and information aids, maintains ongoing monitoring of the program management. The Group's tasks include program planning, monitoring of field operations, provision of direction and assistance to field offices, development of program changes and improvements, identification of policy issues, provision of information and recommendations to management and the implementation of management decisions.

Manuals

- Neighbourhood Improvement Program and Residential Rehabilitation Assistance Program, Vol. 6 of the CMHC Guidelines and Procedures Manual — describes the administration of these programs
- Canada Home Renovation Plan (CHRP), General Memorandum — describes policies and procedures for the program's administration
- Trainer's Guide and Student's Handbook — training and rehabilitation skills

Professional Standards Division

The Division provides professional and technical support for CMHC program operations and field offices through consultation and advisory services, information transfer, project monitoring and evaluations, and training. It advises on appraisal, inspection, housing design, building technology, technical drafting services and maintains liaison on these matters both within CMHC and with outside bodies. It also provides assistance in recruitment, training, and deployment of appraisal, architecture, planning landscape architecture and inspection personnel. Assistance is also given for development, implementation and advice on technical standards and metric policies.

Manuals

- National Office Support Centre, Vol. 23 of the CMHC Guidelines and Procedures Manual
- Corporation Appraisal Guide
- CMHC Technical Services, Vol. 26 of the CMHC Guidelines and Procedures Manual — describes the type and levels of inspections to be carried out and services available to the various CMHC programs and those of various outside clients, and the material evaluation process
- Manual of Building Material Evaluation Reports describes new and existing products used in *National Housing Act* residential construction
- Computer User Manuals

Land Management Group

The Group provides national direction to the land assembly, municipal infrastructure and municipal incentive grants. The Group provides the Corporation with representation on the Treasury Board Advisory Committee on Federal Land Management.

Manuals

- Municipal Infrastructure and Land Assembly, Volumes 4 and 5 of the CMHC Guidelines and Procedures Manual, describes the administration of the program

Public Housing Administration Group

The Group provides national direction in the administration of public housing portfolios by the provinces and territories under sections 40 F/P, 40 RNH, 44 Regular and 44 (Rent Supplement of NHA). Its tasks include analysis and approval of annual operating budgets, payment of subsidy claims, guidance to field offices and provincial/territorial clients, identification of policy issues, provision of information and recommendations to management and the implementation of management decisions.

Insurance Sector

Underwriting Division

The division promotes the effective operations of the mortgage insurance market and the housing market by providing leadership in mortgage insurance on a full recovery basis while pursuing additional public policy objectives.

It predicts claims risks; provides claims forecasts; monitors and fosters development of the mortgage insurance market and industry; recommends changes in legislation; monitors underwriting policies and procedures; develops new policies and procedures; documents and communicates with the field and clients; provides training in mortgage loan underwriting; administers the NHA Mortgage-Backed Securities Program; evaluates special projects.

It also recommends approval of new lenders; establishes effective two-way communication with lenders, builders and realtors; promotes the use of *NHA* insurance; and monitors the financial and managerial capability of developers.

Manuals

- *National Housing Act* Loan Insurance Handbook
- Underwriting, Vol. 3 of the CMHC Guidelines and Procedures Manual — guidelines on underwriting of *National Housing Act* loans
- Common Program Guidelines and Procedures, Vol. 10 of the CMHC Guidelines and Procedures Manual — describes the reporting of statistical data for *National Housing Act* loans and the septic tank lending policy

Mortgage and Insurance Claims Division

The division develops policies and procedures and administers Corporation-owned mortgages and housing subsidy programs. It monitors and evaluates activity, reviews reports and counsels field office personnel on all their loan administration responsibilities.

The division is also responsible for the prevention and the settlement of claims against the Mortgage Insurance Fund (MIF). It recommends changes in legislation, develops policies, directives, guidelines and procedures, monitors approved lenders' arrears, and makes interventions with the lenders to ensure proper arrears control and to salvage projects in financial difficulty in order to minimize the number of claims. It is also responsible for the prompt and efficient settlement of claims against the Mortgage Insurance Fund and the Home Improvement Loan Insurance Fund.

Manuals

- *NHA* Loan Insurance Handbook
- Mortgage Administration, Vol. 9 of the CMHC Guidelines and Procedures Manual — describes internal guidelines on the administration of mortgages
- Portfolio Management Training Manual for Mortgage Administration
- Guidelines and Procedures for the Administration of the Canadian Home Insulation Program

Real Estate Division

The Division develops guidelines and procedures for the administration and disposal of all categories of real estate assets. It monitors and evaluates property management and marketing activities, reviews reports and counsels regional and branch office personnel on all aspects of property administration and sales.

Properties are managed by branch staff and fee managers under the general direction of the Division and the guidance of the regional office. The object is to stabilize the property for continued cost-effectiveness or for sale.

Sales alternatives and marketing vehicles used by the Division and, where decentralization has been approved, implemented by regional and branch offices, include:

- Deficiency Claim Settlement Sales, made by lender in consultation with the Corporation
- Request for Proposals (RFP) — a direct sale method by the Corporation in which individuals and companies are invited to submit competitive proposals for negotiation of a sale with the lead proponents
- Multiple Listing Service (MLS) and exclusive broker arrangements
- Use of marketing contractors for disposing of condominium units
- Public Tender Calls (conventional procedure)
- Syndicated offer of public securities, whereby a fee is paid to the investment broker, or syndicator, acting on behalf of the Corporation

Manuals

- "Singles Properties Management and Disposal" Module 2 of Property Administration, CMHC Guidelines and Procedures Manual
- Real Estate Program, General Memorandum B-1646 — explains program objectives, guidelines and authorities. Although this explains program objectives, guidelines and authorities related to multiple project sales it has been complemented by a number of directives which will be embodied in a new corporate module of sales of multiple projects
- Property Administration, Vol. 11 of the CMHC Guidelines and Procedures Manual — describes internal guidelines on the administration of properties

Policy Development and Research Sector

Under Part V of the *National Housing Act*, the Canada Mortgage and Housing Corporation has a mandate to undertake and support research into housing conditions, the adequacy of existing accommodation and community planning, and to disseminate the results to consumers, industry, governments, and others who can use the information to improve housing and living conditions. The Policy Development and Research Sector has five analytical divisions and a small group responsible for sector administration.

Manuals

- CMHC Research Administration Process, General Memorandum B-1652

EDP Systems

- automated system for monitoring status of research projects
- partly automated listing of research consultants who have worked for CMHC or have approached CMHC for work in the past five years

Research Division

The Research Division plans and undertakes basic research directed at understanding the conditions and relationships affecting the supply and demand for housing in Canada, along with its quality and affordability. The division is responsible for the development and implementation of CMHC'S research plan, and for making resulting research findings available to the public. External incentives programs administered by the division which support independent research and scholarship in the field of housing include the Graduate Scholarship and the External Research Programs. The division manages the Canadian Housing Information Centre, a national housing research library, through which CMHC research results are made available.

Manuals

- Graduate Scholarships Program Guidelines
- External Research Program Guidelines

Planning Division

The division prepares annually the Strategic Policy Plan and Strategic Overview, develops housing policy proposals for submission to CMHC Management, the Minister and cabinet, provides briefings on housing issues and monitors housing related developments as they may affect all levels of government, the housing industry and the consumer.

Program Evaluation Division

The division carries out periodic reviews and assessments of *National Housing Act* programs on behalf of the President. A program evaluation is intended to determine, in light of present circumstances, whether the program continues to be necessary, if the program is effective in meeting its objectives, whether its design and its results are adequate. Matters such as the rationale of the program, its impact on the public and its cost-effectiveness as compared with alternative means of program delivery are considered and recommendations for improvements are made.

Statistical Services Division

The division acquires, analyzes and makes accessible data required to monitor housing activity for public knowledge and in support of housing research and policy development. It manages major surveys conducted by or for the Corporation; disseminates *National Housing Act* program data through regular and ad hoc publications; acquires data for research applications from third parties; and produces a wide range of advisory services in fields such as operations research and financial analysis.

Manuals

- Statistical Services, Vol. 20 of the CMHC Guidelines and

Procedures Manual — describes the housing starts and completions, and the Market Absorption surveys

Project Implementation Division

The division undertakes field application and testing of new solutions to housing technology problems which have potential to improve housing and community environments, in collaboration with the Research Division, industry, and other agencies. The division works to provide advice on good building practices and techniques to builders and other interested parties. The Housing Technology Incentives Program is administered by this division to support development of innovative new housing products.

Manuals

- Housing Technology Incentives Program application guidelines

Sector Administration Unit

This unit co-ordinates sector-wide resource planning [illegible] administrative activities, and monitors research projects and bu[illegible]

Finance and Management Information Systems Sector

Controller's Directorate

The directorate is composed of two units: Financial Services and the Investment Portfolio Accounting Division. It is responsible for the maintenance, accuracy and custody of CMHC's accounting records and the preparation of financial statements and reports. It handles the collection, deposit and distribution of funds payable to CMHC, establishes and maintains fiscal controls, and supervises the Corporation's investments, including the accounting and custodial activities for all *National Housing Act* loans, mortgages and federal-provincial investments. It also provides program cost information for profitability analyses, obtains recoveries of funds paid out on behalf of the government and maintains the financial agreements with the Department of Finance involving the terms and conditions of CMHC borrowings.

Manuals

- Financial Services, Vol. 16 of the CMHC Guidelines and Procedures Manual — describes accounts, accounting and financial controls
- Investment Portfolio Accounting, Vol. 17 of the CMHC Guidelines and Procedures Manual — describes operations of the Investment Portfolio Accounting Division and the accounting systems used for loans, mortgages and federal-provincial investments

Treasurer's Directorate

The directorate is composed of six organizational groups, each specializing in a specific function. These groups are: Operating Budget and Financial Analysis Group, responsible for the processes relating to the corporate business strategy, including business and functional plans, the management of the operating plan, budget and financial reporting; Capital Budget and Estimates Group, responsible for the management of the financial authorities and forecasts related to the Corporate Plan capital budget — loans and investments, the estimates for grants, contributions and subsidies; Financial Policy Analysis Group, responsible for carrying out development and documentation of financial policy and procedures matters, the development and maintenance of the Instrument of Delegation Financial Signing Authorities, and the provision of system services to the Treasurer's Directorate; Financial Performance Reporting and Analysis Group, responsible for the management of financial performance reporting, policies and processes and related systems, the development and maintenance of performance standards, policies and processes, and provision of financial analysis related to Cost Accounting Policy and related pricing matters; Corporate Financing Group, responsible for the analysis and financial viability of the asset portfolio and administrative funds and corporate financing arrangements; Pension Fund Group, responsible for the administration of the fund policies and management of its financial assets.

Manuals

- Finance Sector CMHC Guidelines and Procedures Manual, Vols. 15, 16, 17 and 18
- Instrument of Delegation of Financial Signing Authorities
- Pension Fund Handbook — describes the policies on investments of the pension fund and the rules on benefits
- Pension Fund Operations Manual — day-to-day operating procedures for the pension fund staff

Management Information Services Directorate

The Directorate is composed of six units: System Development Division, Information Systems Client Support Division, Existing Computer Systems Division, Technical Planning and Support Division, EDP Operations Division, and Directorate Services.

The Directorate develops and maintains business systems (computer and manual) to support the operational functions and management information needs of the Corporation. It co-ordinates the production of guidelines and procedures manuals and designs the Corporation's forms. It operates and maintains CMHC's computer facilities, manages the Corporation's data and ensures the security of the EDP environment.

Manuals

- CMHC Guidelines and Procedures Manual, which describes CMHC's Business Systems, 32 volumes, including a Key Word Index, a CMHC Forms Manual and a Corporate Dictionary
- Systems Development Methodology — describes step-by-step instructions to develop any new EDP system in the Corporation
- Electronic Data Processing (EDP) Standards — detailed standards for the use of the data processing staff when developing new EDP systems
- High-Level Design Methodology
- Detailed Design Methodology
- Functional Specification Manuals
- Management Information Systems Sector, Vol. 27 of CMHC Guidelines and Procedures Manual, 3 modules — describes policies and procedures relative to acquisition of data processing facilities, operation of data processing systems and data management
- Computer Centre Operations Manuals — provides procedures for operating the CMHC Computer Centre and supporting users in the operation of their systems
- Computer Centre Users' Guide — provides information on the CMHC data processing hardware, support software and support services
- Database Procedures Manuals — provides guidance relative to the development of systems which use the Corporate Database, and for the maintenance of the Database Management System
- Data Dictionary Users' Handbook — outlines policies, general information and procedures relative to the data stored in the Corporate Data Dictionary

Organization Development Sector

Human Resources Centre

The Centre is the CMHC human resource management unit. It is responsible for formulating policies; devising standards, systems and procedures; attracting, retaining and motivating staff; and providing advice related to corporate-wide human resources management. It is responsible for the administration of programs such as organization planning, position control, job classification, compensation determination, administration, planning and training, staffing, personnel evaluation, human relations, industrial relations, official languages, and personnel records management.

Manuals

- Human Resources Management, Vol. 12 of the CMHC Guidelines and Procedures Manual — provides the policy and procedural framework within which human resource management in CMHC is carried out

Administration Division

The division provides the overall administration support services for the national office and field offices.

Manuals

- CMHC Guidelines and Procedures Manuals, Vol. 21, Administration; travel on Corporation business, correspondence management, material management, printing and composing, telecommunications and transportation management
- CMHC Guidelines and Procedures Manual, Vol. 25, Security Services; provides security education and guidance for CMHC employees on the protection of corporate property, information and personnel, safety and emergency planning procedures
- CMHC Guidelines and Procedures Manual, Vol. 26, Corporate Records Management
- Subject Classification Guide, Records Managment, 2 volumes

Corporate Relations Office

The office co-ordinates communication between executives and senior field officers of the Corporation and the Minister, the government and Members of Parliament and has responsibility for international relations. It also provides administrative support for the Minister, Chairman, and President by providing briefing material, preparing correspondence and preparing responses to oral and written questions in Parliament.

Manuals

- Corporate Relations Office, Vol. 1, Mod. 4, of the CMHC Guidelines and Procedures Manual

Information and Communications Centre (ICOM)

The Information and Communications Centre (ICOM) plans and implements information activities that will increase public understanding of *National Housing Act* programs and the role of the Corporation in Canada's residential and urban development. Its activities include a public enquiry service, preparation and distribution of press releases and newspaper features on CMHC programs and policies and a public awareness program. ICOM also seeks to keep special publics informed of the results of Corporation-sponsored research, including technical developments and innovations.

Manuals

- ICOM, Vol. 22 of the CMHC Guidelines and Procedures Manual

Employment Equity Office

The Office advocates equal opportunity for women, natives, disabled and visible minorities in the activities of the Corporation, both in its policies and practices as an employer.

The Employment Equity Office carries out the staff work associated with the role of the Corporation vis-à-vis Employment Equity and Affirmative Action. It provides support to Advisory Groups, and interacts with them on an ongoing basis in the development of proposals, policies and programs agreed to by the management. It also responds to the management's requirements to fulfill its obligations, including data collection and analysis, preparation of annual and ad hoc reports and research on potential new initiatives.

Manuals

- Women's Advisory Group Rules of Procedures and Reference Guide — a guide for representatives and delegates

Operations Audit Division

The division reports directly to the president and provides an independent audit function by systematically reviewing all the Corporation's operations including standards, administrative policies, processes, control procedures organization, computer systems. It reports final recommendations and observations to the Audit Committee of the Board of Directors.

Manuals

- Operations Audit, Vol. 24 of the Guidelines and Procedures Manual

Field Operations Sector

Regional Offices

The Corporation has five regional offices — Atlantic, located in Saint John, New Brunswick; Québec, located in Montréal; Ontario, located in Toronto; Prairies and the Northwest Territories, located in Saskatoon; and British Columbia and Yukon Territory, located in Vancouver.

The regional office is accountable for the effective and efficient direction of all the Corporation's operations in the region, conforming to established corporate objectives, policies and standards and within financial and other authorities. The office interprets corporate policies, directives and guidelines in the region's context, supplies specialized professional, technical and administrative support, and provides legal services to branch offices in the delivery of CMHC programs and the management of the Corporation's mortgage and real estate portfolio. It initiates policies and programs and participates in the formulation of corporate policies, program plans and significant decisions affecting operations within the region, including capital budget planning and allocation. In addition, the regional office and the provincial capital branch office together manage federal-provincial relations in the field of housing and community development.

Manuals

- General Memoranda and Regional Directives
- Appraisal Guide

Branch Offices

All branches across Canada are categorized by level according to volume of business activity. Level I designates the largest offices and Level IV the smallest.

These branches are responsibility centres with authority to establish goals and strategies, promote CMHC programs, decide on projects, monitor achievements and administer resources on a cost-effective basis within national and regional objectives, priorities and guidelines. Each has the responsibility for issuing mortgage insurance undertakings, making loan commitments under the Corporation's various programs and conducting housing market analysis. Level I to III branches also administer part of the Corporation's mortgage and real estate portfolio. In Level IV office territories, the property and mortgage administration functions are usually the responsibility of a higher-level office.

Level I

- Montréal, Toronto, Vancouver

Level II

- Calgary, Edmonton, Halifax, Hamilton, Laval, London, Longueuil, Ottawa, Québec, Regina, St. John's, Winnipeg

Level III

- Hull, Fredericton, Prince George, Saskatoon, Sudbury, Thunder Bay, Victoria

Level IV

- Barrie, Charlottetown, Chicoutimi, Kelowna, Kingston, Kitchener, Lethbridge, Moncton, North Bay, Oshawa, Peterborough, Rimouski, Saint John, Sault Ste. Marie, Sherbrooke, Sydney, Trois-Rivières, Val D'Or, Whitehorse, Windsor, Yellowknife

Local Offices

- Corner Brook, Cranbrook, Kamloops, Kenora, Sept-Iles, Thompson, Timmins

Manuals

- Appraisal Guide
- Acceptable Building Material Handbook
- Manual of Building Material Evaluation Reports

Representative, Inspection and Administrative Offices

The offices are integral parts of the parent branch organization and are responsible for providing information to the public on CMHC programs and services. They also accept *National Housing Act* applications for processing and approval by the parent branch and may be staffed for limited loan processing, compliance inspection and real estate administration. They assist the parent branch in identifying housing needs within their area. The inspection and technical advice service is provided on CMHC programs, as well as to other government agencies and client groups. The offices thus ensure that an acceptable quality of housing construction is maintained through the application of a high standard of on-site inspections in the area which they service.

Québec Region

- Sept-Îles

Ontario Region

- Barrie, Peterborough

Classes of Records

CMH/GCC-005
Legal Documentation
Description: Information on the *National Housing Act (NHA)* and the *National Housing Loan Regulations (NHLR); Canada Mortgage and Housing (CMHC) Act;* Orders-in-Council; program and project opinions, other legislation; federal and provincial laws; and various advice on the *National Housing Act* and Regulations; *CMHC Act* and related matters; judgements, doctrine and case law in general; discussion papers and miscellaneous materials and advice. *Retrievability:* section of the *National Housing Act* or by date and section of National Housing Regulations.

CMH/GCC-010
Agreements
Description: Information on the preparation, negotiation and signing of federal-provincial, interdepartmental and other intergovernmental contractual arrangements. *Topics: National Housing Act,* Section 40 (Federal-provincial Public Housing Agreements), Rural and Native Housing Agreements, miscellaneous agreements under various sections of *National Housing Act;* interdepartmental agreements.

CMH/GCC-015
Litigation and Case Files
Description: Information on the appointments and mandates of external legal counsel; information on legal counsel concerning CMHC litigation files. *Topics:* Urea Formaldehyde Foam Insulation (UFFI) claims; Mortgage Insurance Fund (MIF); *NHA* Housing Programs and personal cases (Human Resources Management).

CMH/GCC-020
Boards and Committees
Description: Reports, notices, minutes and decisions of the Board of Directors and management committees and related correspondence. *Topics:* Submission routing slips and register; agendas; submissions; minutes and records of decisions; distribution lists; Board of Directors — members, conflict of interest, vacancies and recommended nominees, appointments and reappointments, fees and expenses, compensation, monthly reports to Board; Pension Fund Trustees — signing resolutions, agreements, Pension Fund handbook, annual reports; regional reports. *Storage Medium:* Microfilm and microfiche.

CMH/GCC-025
Federal Government Liaison
Description: Information on liaison with the federal government, including cabinet, Minister responsible for CMHC, federal departments and agencies, etc. *Topics: Corporation Act* and amendments; by-laws and amendments; directions from Minister and government; government proposals on Crown corporations; liaison with government departments and agencies; submissions to council and Orders-in-Council; submissions to cabinet and cabinet decisions; submissions to Treasury Board and Treasury Board decisions; salaries for Governor-in-Council appointees; annual report.

CMH/GCC-030
Conferences and Meetings
Description: Information on CMHC participation in conferences, meetings, symposia and seminars. *Topics:* Meetings of senior management held outside the established board and committee structure; activities and liaison with the executive officers of housing industry associations; agendas, minutes, reports. *Retrievability:* Files arranged by organization.

CMH/GCC-035
Organization and Authorities
Description: Information on the execution of corporate responsibilities; corporate management structure; the instrument of delegation of financial signing authorities. *Topics:* policies and procedures; creation of and changes in organization, roles and functions and reporting relationships of senior officers; reorganization proposals and related staff studies; signing resolutions and powers of attorney.

CMH/GCC-040
Access Requests for CMHC Records
Description: Information and correspondence on the implementation of the *Access and Privacy Acts* within CMHC. *Topics:* Analytical statistical reports on the number of requests received; quarterly reports to Treasury Board; annual reports to Parliament;

correspondence to Treasury Board and third parties. Please address any enquiries to the Access to Information and Privacy Co-ordinator at CMHC national office.

CMH/PSO-045
Social Housing
Description: Information on social housing and related federal-provincial, non-profit and co-operative activities. *Topics:* Reports, booklets, program stacking; maximum unit price; integration of housing allowance. *Retrievability:* Files arranged by province.

CMH/PSO-050
Federal-Provincial Housing
Description: Information on the capital cost and operating cost of public housing projects, shared by federal-provincial partnership and the management of these projects; also provincially-owned and provincially-leased public housing and CMHC subsidies towards project operating costs. *Topics:* Inspections; rental scale study; administration of projects; fire insurance; social and recreational facilities; rent supplement program; subsidies — claims and agreements; individual public housing projects. *Retrievability:* Files arranged by province, municipality and project.

CMH/PSO-055
Non-Profit and Co-Operative Housing
Description: Information on provincial, municipal and private non-profit corporations, which operate rental housing projects for persons of low and moderate income and co-operatives, that provide housing for their low and moderate-income members. Such housing provides for an income mix in projects; also information on the Proposal Development Funding and Community Resource Organization Program (CROP) which provides start-up financing and development assistance, including the acquisition of technical and professional services. *Topics:* agreements; subsidy assistance; monitoring and advertising; rental scales; equity; commitments; charter approval; unit sales, sales tax rebates and exemptions; annual reporting; construction management and rehabilitation; housing acquisition techniques; public non-profit; private non-profit; continuing non-profit co-operatives; agreements; insured loans; land lease; native and urban native housing; Proposal Development Funding; CROP. *Storage Medium:* Insured loans on microfilm. *Retrievability:* Loan files arranged by province and locality as well as by loan files. RRAP was terminated 31 December 1985.

CMH/PSO-060
Rural and Native Housing
Description: Information and studies on all rural and native housing programs; also liaison with other government departments and clients. *Topics:* Rural and Native Housing Task Force; program information; native housing policy proposals; non-status Indian construction companies; newsletters; enquiries; National Anti-poverty Organization; Indian and Northern Affairs Canada. *Retrievability:* Files arranged by province.

CMH/PSO-065
Program Delivery
Description: Information on the Rural Residential Rehabilition Assistance Program (RRAP) and the Rural and Native Housing Program. *Topics:* Policy; procedures; forms; surveys; amendments; agreements; year-end reports; on and off-reserve RRAP; public housing negotiations; housing authorities; associations and corporations; property inventory; training seminars; training materials, workshops and equipment. *Retrievability:* Loan files arranged by province.

CMH/PSO-070
Program Support
Description: Information on secondment of expertise and native management training in support of CMHC social programs; also information on sustaining grants to help remote and fringe communities identify and meet their housing needs and the project funds available to rural and native community groups not sponsored by provincial or municipal agencies, to undertake housing projects for themselves and other low-income families. *Topics:* Rural and Native Housing Secondment Program and native management training — reports, training plans, salary administration, job descriptions, evaluations and related correspondence; operating expense assistance and emergency repairs. *Retrievability:* Training files arranged by province; grants arranged by province and delivery agent; projects arranged by province and project sponsor.

CMH/PSO-075
Municipal Infrastructure
Description: Information on loans and grants provided to municipal authorities for water and sewage treatment systems; also for planning and feasibility studies related to these systems. *Topics:* Individual loan and grant applications; federal-provincial joint committees; program monitoring; regional sewerage and water plan studies. *Retrievability:* Statistical information arranged by province and municipality.

CMH/PSO-080
Municipal Incentive Grants
Description: Information on the encouragement of municipalities to develop land for modest-size housing units at medium density and value; also clarification and expansion of existing policies and changes in policy, eligibility determination of special projects and advice to the Minister on upcoming grant payments for a certain period. *Topics:* Policy, procedures and enquiries; individual municipalities' requests for payments. *Retrievability:* Statistical information arranged by province and municipality.

CMH/PSO-085
Land
Description: Information on federal contributions and loans to municipalities and provincial agencies, sometimes in partnership with CMHC, to acquire and develop an adequate supply of serviced residential land and to encourage a high standard of residential development; also information on lands owned by the Corporation for similar purposes; research and policy development for urban residential land use, land supply, public and private land development programs and public land assembly. *Topics:* agreements; federal-provincial land assembly planning and development; Land Assembly loans; CMHC-owned lands; market and feasibility analyses; financial viability; land disposal and leasing; policy research; representation on Treasury Board Advisory Committee on Federal Land Management. *Retrievability:* Files arranged by project, province and municipality.

CMH/PSO-090
Neighbourhood Improvement Program (NIP) and Residential Rehabilitation Assistance Program (RRAP)
Description: Information and correspondence on the administration and delivery of the Neighbourhood Improvement and Residential Rehabilitation programs to improve neighbourhood amenities and services and the housing and living conditions of residents. *Topics:* liaison with other government departments and agencies; site clearance; agreements; Rural and Native Housing RRAP; urban and private rental RRAP; inter-program impact; program development, including rooming houses; rehabilitation standards, conversion studies and renovations for the disabled. *Storage Medium:* EDP Systems. *Retrievability:* By province and by municipality. Neighbourhood Improvement Program information is arranged by municipality and neighbourhood; NIP was terminated 31 December 1984; Residential Rehabilitation Assistance Program, by individual case loan.

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CMH/PSO-095
Canada Home Renovation Plan (CHRP)
Description: Information on the administration and monitoring of the Canada Home Renovation Plan. *Topics:* Regulations, program funding; eligible areas, properties, applicants, work; property standards; financing and security; CMHC agents; applications and loan process; program interfaces; inspection requirements; reports and monitoring activities. *Storage Medium:* EDP systems. *Retrievability:* Individual loan case files. Program was terminated 12 July 1983.

CMH/PSO-100
Rehabilitation Skills Training Course (RSTC)
Program terminated December 31, 1984.

CMH/ISO-105
Underwriting
Description: Correspondence and documents on the analysis, monitoring and evaluation of loans, mortgages and guarantees. *Topics:* Simplification of mortgage forms; claims risks; claims forecasts; underwriting policies and procedures; loan regulations; mortgage loan underwriting training; new developments in the mortgage insurance market; special projects; loan acquisition review; NHA Mortgage-Backed Securities Program. *Storage Medium:* Mortgage Insurance Fund (MIF) claims control by EDP system.

CMH/ISO-110
Insured Lending
Description: Information and correspondence on the insuring of eligible mortgage loans by private lenders and eligible debenture securities issued by provinces, municipalities and public housing agencies. *Topics:* Insured loans; approval of new lenders; correspondence with approved lenders; agreements; Assisted Home Ownership Plan (AHOP); Assisted Rental Program (ARP); Graduated Payment Mortgages (GPM); condominiums; Canada Rental Supply Plan; interest rates; holdbacks and liens; maximum loans; insurance fees; paid-up loans; title defects and survey; maximum selling price; monitoring; construction defects; Urea Formaldehyde Foam Insulation (UFFI); amortization and down payment; interest and underwriting fees; chattel mortgages; renegotiable interest rate mortgages; variable interest rate mortgages; collateral; rental loans; debenture financing; non-residential facilities; on-reserve loans; five-year term mortgages. *Storage Medium:* Approved lender loans on microfiche. *Retrievability:* Files arranged by approved lender, on microfiche. The following programs have been terminated: AHOP in 1978, ARP in 1978/79, GPM in 1981 and CRSP in 1984.

CMH/ISO-115
Mortgage Administration
Description: Policy and correspondence on administration, monitoring and evaluation of loan activity under the *National Housing Act;* administration of some approved lender loans and advice to field offices on loan repayment and administration. *Topics:* taxes; loan advances; insurance; statement of accounts; loan amortization and repayment; assistance reviews; rental reviews; mortgage renewals; mortgage sales; non-amortization of accounts; re-amortization of accounts; protection of mortgages that are not a first charge; discharges; partial discharges; easements. *Retrievability:* Files arranged by loan case file.

CMH/ISO-120
Default Management
Description: Correspondence and information on the control of approved lenders' and CMHC direct-insured loans in arrears; also CMHC interventions to salvage projects in financial difficulty and statistical data concerning arrears, trends, etc. *Topics:* procedures; approved lenders' arrears reports partly on EDP; reports and correspondence with approved lenders and CMHC field offices; monthly statistical arrears reports; transcript of accounts (on microfilm) for all centralized CMHC direct-insured loans. *Retrievability:* Arrears reports arranged chronologically by lender and individual files on all loans in arrears.

CMH/ISO-125
Insurance Claims
Description: Information on insurance claims and documentation of individual claims against the mortgage insurance fund. *Topics:* Policy and procedures; correspondence; individual insurance claim files — claim form, title documents and other supporting documents such as transcript of mortgage account, copies of invoices, etc. *Retrievability:* Files are arranged by docket.

CMH/ISO-130
Home Improvement Loan Insurance Fund
Description: Annual reports from lenders of outstanding Home Improvement Loans, information on the settlement of claims against the home improvement loan insurance fund, the collection of bad debts and the control of the fund's contingent liability for each lender. *Topics:* Policy; correspondence; individual Home Improvement Loan Insurance claims; bad debt collection reports; ledger cards (bad debts); contingent liability register. *Retrievability:* by lender and borrower.

CMH/ISO-135
Interest Deferral
Description: Information on the application for and approval of assistance for mortgage renewal by interest deferral. *Topics:* Policy; correspondence; applications; approvals; deferral arrangements; statements of account; termination of assistance; arrears reporting; retroactivity; applicant files — certification by lender, application forms. *Retrievability:* Files arranged by individual, certification number and Canada Mortgage Renewal Plan (CMRP) number. Program terminated December 31, 1983. Files will be retained until 1992.

CMH/ISO-140
Grant Assistance
Description: Information on grant assistance under the Canadian Homeownership Stimulation Plan and the Canada Mortgage Renewal Plan. *Topics:* Policy; correspondence; applications; grant assistance; termination of assistance; statement of accounts; retroactivity; program statistical and analytical reports; applicant files — lender, record of disbursement. *Retrievability:* Grant case files arranged by individual. Programs terminated December 31, 1983. Files will be kept until December 31, 1993.

CMH/ISO-145
Property Administration
Description: Policy, correspondence and documents on the repair and rehabilitation, leasing, management, maintenance and sale of land and buildings owned by the mortgage insurance fund and the Corporation. *Topics:* Rent increases; rental arrears; property insurance; capital improvements; maintenance; contracts; title documents; tender calls; employee house purchase plan and sale; property revenue and expenditures; inventory of Corporation-owned properties; federal surplus land and buildings; management of inherited wartime and military housing; management of housing owned by other federal government institutions; federal-provincial land sales; sale of subsidized public housing; tenants' associations. *Retrievability:* Files arranged by municipality and project; employee house and loan case files by name of individual.

CMH/ISO-150
Sale of Repossessed Multiple Unit Housing Project
Description: Information on selected multiple projects repossessed by the mortgage insurance fund (MIF) or the Corporation and offered for sale to the private sector, non-profit groups, the province or

municipalities. Where offered for sale to the private sector, the marketing vehicles used include:

- Request for Proposals (RFP)
- Multiple Listing Service (MLS)
- Exclusive Broker arrangements
- Marketing Contractors
- Public Tender Calls
- Syndicated Offer of Public Securities

Negotiation with the proponent submitting the most attractive proposal is the unique characteristic of the RFP process, which utilizes an invitational technique and a data bank of acceptable and interested potential purchasers. Financial and management capability, together with satisfactory credit standings and cash flows, are prerequisites to start negotiation and sales closing. *Topics:* Project data files — photographs of buildings, physical neighbourhood characteristics of the project, rental income, project expenses; negotiation files — original proposals, offers to purchase and resulting counter-offers, final agreements for sale, evaluation of new proceeds; proponent files — statements of personal net worth, financial statements on company operations, bank references, credit reports. *Retrievability:* Files arranged by project, Request for Proposal (RFP) and buyer.

CMH/ISO-155

Sale of Repossessed Single and Condominium Housing Units

Description: Information on the sale of single-family dwellings (detached, semi-detached, row housing units, duplexes, triplexes) and condominium units repossessed through claims on the mortgage insurance fund (MIF) or through foreclosure on the direct Corporation loan. *Topics:* Priority for disposal (to the individual tenant-occupants, to homeowners, to investors for eventual resale); method of sale — Corporation staff, Multiple Listing Service (MLS), brokers, marketing contractors; sales documentation; performance standards in marketing of properties; sales incentives available in certain soft market areas; property appraisal and market evaluations; condominiums; properties inventory.

CMH/ISO-160

Mortgage Rate Protection Program

Description: Information on lender certification, client application for MRPP protection, claim application for MRPP benefits, lender's claims application under lender's guarantee, benefit payment record, lender guarantee payment record, termination of benefit, assignment of benefit to lender/purchaser, correspondence with clients/lenders, MRPP policy, MRPP statistical and analytical reports. *Retrievability:* The files are are arranged by individual, lender certification number and MRPP number.

CMH/PSO-165 *Formerly Identified as:* CMH/NOS-165

Housing Design

Description: Correspondence, relevant standards and guidelines, resource information, research contracts, graphics and presentations related to planning, drafting and design services for housing to field offices, CMHC divisions, outside agencies and departments. *Topics:* Building assistance, including programs for the use of solar heating; plans service; multiple unit project monitoring and design; modest house designs; site planning; monitoring of design; modest federal-provincial housing plans; audio-visuals on landscape; siting and grading of rural and native housing; project assistance, including post-occupancy evaluation; design for emergency accommodation; care facilities for the elderly; training and development, including a design service training course; underwriting presentations and the following projects: St. Lawrence, Toronto; Masonic Park, St. John's, Newfoundland; Ravin Bleu, Boulevard Riel, Hull; Complexe Guy Favreau, Montréal. *Retrievability:* Files arranged by project.

CMH/PSO-170 *Formerly Identified as:* CMH/NOS-170

Housing Technology

Description: Correspondence, information and draft reports on technical and engineering services necessary to meet the current needs of program delivery and objectives. *Topics:* Technical builders' bulletins; CMHC-prescribed standards of construction; Residential Rehabilitation Assistance Program monitoring; Real Estate Master Construction and maintenance specifications.

CMH/PSO-175 *Formerly Identified as:* CMH/NOS-175

Appraisals

Description: Correspondence and information on appraisal support services for CMHC program operations. This includes consultation, liaison and advice on appraisal matters in CMHC, with other government departments and outside bodies; information transfer; project monitoring evaluation and training; assistance in the administration of the appraiser's career progression program. *Topics:* Monitoring and evaluation of projects — maximum unit prices, land values and land services costs, Urea Formaldehyde Foam Insulation (UFFI) houses; monitoring basic rates; mobile homes; rehabilitation procedures and costs; low end of market rents; appraisal training and workshops. *Retrievability:* Files arranged by project.

CMH/PDR-180

Research and Development Projects and Activities

Description: Information on research and development projects, activities and plans, and the distribution of resulting information. *Topics:* Housing demand and the need for housing assistance; housing finance, mortgage and capital markets; housing supply, distribution, and the residential construction industry; housing performance, quality, and the testing and development of solutions to technical problems in housing and community infrastructure; liaison and communication activities with consumers, agencies and industries connected with housing activity; research and development support activities; research and activity plans. *Retrievability:* By subject area and/or contractor.

CMH/PDR-185

External Research

Description: Information and correspondence on the provision of grants in support of advanced research in the social, economic, legislative, environmental, physical or administrative aspects of housing; available to independent researchers as well as those in Canadian universities, institutions, private consulting firms, the professions, and the housing industry. *Topics:* Applications; advertising; awards committee; yearly program planning. *Retrievability:* Files arranged by applicant.

CMH/PDR-190

Scholarships

Description: Information and correspondence on the provision of graduate scholarships in support of advanced education and the development of expertise in the fields of housing and community planning. *Topics:* Applications, advertising, awards committee, program planning. *Retrievability:* Files arranged by applicant.

CMH/PDR-195

Housing Advisory Documents

Description: Information on research and development of community and building standards and guidelines; also documentation and dissemination of technical information on these standards and guidelines. *Topics:* Site planning; noise; grading and landscaping; residential buildings, insulation; internal space in dwellings; condensation, ventilation, vapour barriers and air quality; windows, doors, walls and floors; moveable insulating devices; mobile homes; nursing homes; septic tanks; radon gas; wood foundations; fire ratings; wood framing techniques; shell housing; log houses; density of housing; leisure facilities; parking; facilities for disabled and elderly, housing access. *Retrievability:* By subject.

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CMH/PDR-200
Housing Technology Incentives
Description: Information on contributions to developers, builders and manufacturers of housing and building products to pay for the special costs of developing and testing innovative ideas and products. *Topics:* Program enquiries; objectives and priorities; lists of associations and memberships; consultations; project applications; drawings; contracts; project payments; evaluation reports; selection committee. *Retrievability:* Files arranged by year and individual application. Applications for access are subject to third party intervention.

CMH/PDR-205
Strategic Plans
Description: Assignments, correspondence and background documents related to the annual updates of the CMHC strategic plan. *Topics:* Files containing current and past assignments and correspondence by year of the strategic plan; documents relating to annual planning sessions and to goal assignments for Vice-Presidents and general managers; housing issues, analyses and housing market studies; background material on the preparation of corporate, regional and branch plans. *Retrievability:* By subject.

CMH/PDR-210
Federal/Provincial Relations
Description: Federal/provincial housing programs, policies and priorities; interface between federal and provincial housing departments and agencies, e.g., negotiations and agreements. Briefings to federal Minister; CMHC management; Federal/Provincial Relations Office (FPRO); Privy Council Office (PCO) and other federal agencies on federal/provincial relations in the housing field. *Topics:* Federal/provincial committees; federal/provincial conferences, meetings (ministers and officials); general correspondence relating to federal/provincial matters; provincial profiles; agreements; briefings; fiscal arrangements; negotiations; provincial budget and throne speeches; provincial programs; provincial structure. *Retrievability:* By subject and province.

CMH/PDR-215
Policy Development and Presentations
Description: Background documentation on policy proposals, new programs, research and demonstration activities, draft policy proposals, communication plans, and speeches. *Topics:* Background documentation by topic including shelter allowances, special housing needs, rental housing; draft policy proposals; draft cabinet papers; cabinet documents and communications plan guidelines; communication plans by topic; Minister's policy speeches; President's speeches; senior corporate officers speeches. *Retrievability:* By subject topic and programs.

CMH/PDR-220
Community Services Contribution Program
Program was terminated in 1984.

CMH/PDR-225
Program Evaluation
Description: Information relating to the development of CMHC five-year program evaluation plans and amendments; correspondence, surveys, studies, reviews relating to evaluation of specific *National Housing Act* (NHA) programs to assess whether they are meeting the objectives of: accessibility, affordability and suitability for Canadians in various areas of the country. *Topics:* CMHC five-year program evaluation plan; public housing tenant surveys; non-profit and co-operative housing; social housing; rent supplement; rural and native housing; Residential Rehabilitation Assistance Program (RRAP); mortgage insurance; Canadian Home Ownership Stimulation Plan (CHOSP); Canada Home Renovation Plan; Federal Housing Action Program (FHAP); Assisted Home Ownership Program (AHOP). *Retrievability:* Arranged by subject area.

CMH/PDR-230
Housing Survey Data
Description: Data acquired through regular Corporation surveys or from Statistics Canada reports; includes correspondence, programs, descriptions, approvals, contracts and analyses. *Topics:* Conventional lending, housing starts and completions; market absorption; apartment vacancies, rents; census and ad hoc survey information. *Storage Medium:* EDP systems. *Retrievability:* Files arranged by geographic location and survey.

CMH/PDR-235
Demonstration Projects
Description: Information on specific projects undertaken to test the feasibility and cost of particular new housing designs and concepts, demonstrate the viability of alternative approaches to the provision of shelter and associated services and improve housing and community environments. *Topics:* Submissions and briefs; financial arrangements for projects; feasibility studies; planning and design; special studies; agreements; selection of consultants; contracts; meetings and committees for the following projects; LeBreton Flats, Ottawa; Market Square, Saint John; Maryfield, Charlottetown; Revelstoke, British Columbia; St. Pierre Street, Montréal; Vieux Port, Montréal; Vieux Port, Québec; Woodroffe Avenue, Ottawa. *Retrievability:* By project or activity.

CMH/PDR-236
Rural and Native Demonstration Program (New)
Description: This program will involve the delivery of approximately 500 demonstration housing units over the next 5-year period. *Topics:* This bank of information will contain correspondence, executed contracts, tender documentation and general information about the program's objectives and approval process. *Retrievability:* Retrievable by project or activity.

CMH/FMI-240
Financial Control Matters
Description: Records in this category of classes cover the overall financial management and activities reflecting the receipt, control and expenditures of Corporation funds. *Topics:* General ledger, financial reports, accounts and accounting allotments and transfers, audits and audit claims, financial agreements with the Department of Finance (terms and conditions of CMHC borrowings), debenture accounting, investment portfolio accounting, banking methods and bank reconciliation, budgetary practices, personal and service contracts, expenditure transactions, personnel payroll transactions, bank direct deposit computer tape, employee time reporting system, financial signing authorities, cash, funds, grants, subsidy administration, accounts receivable from the Minister, (government subsidies disbursed by CMHC) and other fiscal details. *Retrievability:* EDP, by accounts by subject, by activity, by responsibility centres and by loan case files.

CMH/FMI-245
Financial Management Matters
Description: Records in this category of classes cover the overall financial management and activities of CMHC. *Topics:* Financial forecast, financial reporting systems and financial management reports, performance reports, CMHC's administrative expenses budget, including furniture and equipment, staff-year allocation, lending and budgetary expenditures, regional budget allocations, CMHC financial Guidelines and Procedures Manuals, instrument of delegation of financial signing authorities. *Retrievability:* By subject, *National Housing Act* programs, by manual number.

CMH/FMI-250
CMHC Pension Fund
Description: Information concerning pension fund investments. *Topics:* Mortgages; equity shares; bonds; short-term investments; real estate; reports and financial statements; actuarial valuation; banking;

investment counsel; pension fund Board of Trustees; investment committee; agreements. *Retrievability:* By subject.

CMH/FMI-255
Systems Development Projects
Description: These files contain information on system projects while they are in development. *Topics:* Statement of requirements, advisability study, system design, programs, user manuals, quality assurance data, testing data, plans and budgets. *Retrievability:* By project.

CMH/FMI-260
Existing Computer Systems (ECS)
Description: These files contain information on modifications to the Corporation's active computer systems. *Topics:* Computer system documentation, records of change to systems, changes in progress. Automated information maintained is finance; administration; market analysis; housing program operations; technical services; mortgage administration; real estate management; personnel information systems. *Retrievability:* Files arranged by system.

CMH/FMI-265
Business Systems Documentation
Description: This class covers correspondence and material related to the development and maintenance of all formal Corporation manuals such as the Guidelines and Procedures Manuals, the Approved Lenders' Handbook, policy and technical bulletins and memoranda. It also maintains information on the preparation, design and improvement of forms used by the Corporation and its clients. *Topics:* Forms; guidelines and procedures; approved lenders' handbook; general memoranda (to corporate staff); builders' bulletins; advice to approved lenders. *Retrievability:* Microfiche, by subject, information concerning forms is filed by numerical sequence.

CMH/FMI-270
Quality Assurance
Description: This class covers information to review the quality of computer systems at each sub-phase of the project life-cycle, including testing of computer programs manual and automated procedures, also the adherence by staff to CMHC EDP standards. *Topics:* New computer systems development; existing computer systems. *Retrievability:* EDP, by subject.

CMH/FMI-275
Data Processing — General
Description: Correspondence of a general nature relating to the operation of CMHC's computer services. Includes correspondence both with in-house users and private sector suppliers of computer related services. *Topics:* Requests for proposal; manufacturers' data processing and suppliers' correspondence; contingency planning; CMHC users of data processing services. *Retrievability:* Arranged by subject. Manufacturers arranged alphabetically.

CMH/FMI-276
Business Systems Analysis (New)
Description: This class covers documentation of business systems analysis projects. Such documentation contains the project proposal, information on current business systems, and approved recommendation. *Topics:* All business systems analysis projects. *Retrievability:* By project name.

CMH/FMI-280
Technical Planning and Support
Description: Technical aspects and administration of CMHC data processing facilities and services. *Topics:* Mainframe, hardware and software products; EDP services and facilities management; data communications network and associated equipment. *Retrievability:* Arranged by subject and project.

CMH/FMI-290
EDP Operations
Description: Correspondence relating to the day to day operation of CMHC data processing services. *Topics:* Internal project; information (strategic and tactical plans); service level agreements; problem management reports; change management reports; system acceptance reports; special requests; standards and procedures; vendor (suppliers of computer-related services) correspondence; contingency planning; EDP security; reports; backup data entry tapes, logbooks and journals; hardware and software planning, installation and maintenance; performance measurement of equipment and software. *Retrievability:* Arranged by subject. Vendor files arranged by company name.

CMH/FMI-295
Data Resource Management
Description: Technical aspects and administration of policies and procedures for management of data on computer in CMHC. *Topics:* Database management; database software technical support usage; collection and analysis of data coding and classification of data; corporate data dictionary/directory; data management support to computer system development projects. *Retrievability:* Arranged by subject and project.

CMH/FMI-296
End-User Services (New)
Description: Correspondence and guides relating to end-user computing. *Topics:* Provision of services relating to training users in tools to access Corporate automated data, and the use of microcomputers; consulting services to end-users in the use of software products for mainframe and microcomputers; administration of policies and procedures relating to end-user computing. *Retrievability:* Arranged by subject.

CMH/ODS-305
Housing Authorities
Description: Information on the formation of housing authorities and appointment of members to housing authority boards responsible for administering federal-provincial low-rental housing projects; related correspondence. *Topics:* Federal representatives to nominating committees; formation of housing authority boards; federal representatives on boards; board membership. *Retrievability:* Files arranged by municipality.

CMH/ODS-310
International Housing
Description: Information on international agreements and correspondence on bilateral and multilateral housing issues; also information dealing with the United Nations, the Organization for Economic Co-operation and Development (OECD) and interdepartmental committees dealing with housing. *Topics:* United Nations and regional economic commissions; major UN conferences; other international organizations; international non-governmental organizations; special international projects; international involvement of provinces and territories; country files, including contracts with/or events in foreign countries; interdepartmental committees on international matters. *Retrievability:* Files arranged by international organization and country.

CMH/OAD-320
Comprehensive Audit
Description: Correspondence and assessment reports on the extent to which financial, human and physical resources are managed for effectiveness and efficiency by the Corporation's responsibility centres. *Topics:* Audit reports for responsibility centres within national office and field offices. *Retrievability:* Files arranged by responsibility centre.

CMH/OAD-325
Computer Audit
Description: Correspondence and audit reports on existing computer systems and systems under development to insure compliance with corporate and industry standards. information on the use, maintenance, efficiency and effectiveness of systems. There is also information on the validity of the data, processing procedures, security and information generated by the systems. *Topics:* Development of computer audit capability; EDP reviews; special audits.

CMH/OAD-330
Financial Audit
Description: Composite and financial audit reports on financial planning, accounting, custodial and control activities of responsibility centres within national office and field offices; independent and external audits of Corporation books and financial statements and related correspondence.

CMH/OAD-335
Special Audit
Description: Audits and related correspondence on specific areas of concern carried out upon direction from the president or chairman of the audit committee and often required by unexpected and unusual circumstances. *Topics:* Provincial housing organizations; federal and provincial programs; *National Housing Act*, Section 40; rural and native housing; approved lender audits; mortgage insurance fund multiple unit housing projects.

CMH/ISO-340 *Formerly Identified as:* CMH/CTS-340
Energy Conservation
Description: Information and correspondence on CMHC programs prior to October 28, 1980 to assist homeowners in upgrading the insulation of older homes. Also, liaison with the Department of Energy, Mines and Resources on policy matters related to the delivery of Canadian Home Insulation Program (CHIP), Home Insulation Program (HIP), and other government programs to reduce the national energy consumption is included. *Topics:* Home Insulation Program (HIP), for homes in Prince Edward Island and Nova Scotia; Canadian Home Insulation Program (CHIP), for homes in other provinces and territories; National Energy Program. *Retrievability:* Files arranged by province.

CMH/ISO-345 *Formerly Identified as:* CMH/CTS-345
Programs Delivery
Description: Information and correspondence, since October 28, 1980, on CMHC's participation with the Department of Energy, Mines and Resources in the delivery of federal assistance to upgrade the insulation of older homes. *Topics:* Administration and contractual arrangement with the Department of Energy, Mines and Resources; budget and program forecasts; activity reports.

CMH/ISO-350 *Formerly Identified as:* CMH/CTS-350
CMHC Technical Services
Description: Information on internal agreements and external contracts on a fee-for-service basis to provide technical services such as housing inspections. Also instruction and advice to CMHC technical staff on individual housing projects is contained. *Topics:* Service to clients on CMHC programs; Canadian Home Insulation Program (CHIP); Multiple Unit Residential Building (MURB) Certificate of Multiple Unit Residential Construction Starts; Home Warranty Program; Department of Energy, Mines and Resources; Indian and Northern Affairs; other government agencies; Canadian General Standards Board; Canadian Standards Association; inspection training; technical bulletins; metric conversion; renewable energy; general engineering data on residential construction. *Retrievability:* Files arranged by project.

CMH/PSO-355 *Formerly Identified as:* CMH/CTS-355
Building Materials, Systems and Equipment
Description: Information on materials, systems and equipment from manufacturers requesting CMHC evaluation and various governments, individuals, architects, engineers and academic institutions concerning the publication and distribution of the Manual of Building Material Evaluation Reports. *Topics:* Requests from clients for evaluation by CMHC — brochures, drawings, test reports of different materials to meet particular standards for particular products written by Canadian Standards Association and the Canadian General Standards Board; correspondence on new products, requesting a review of innovated materials by National Research Council or Forintek; requests and replies on the manual. *Retrievability:* Files arranged by individual or company.

CMH/PSO-360 *Formerly Identified as:* CMH/CTS-360
Evaluation Reports
Description: Information on particular products, systems or equipment that has been evaluated by CMHC. *Topics:* Requests for evaluation which could include application form; drawings; test reports; evaluation report. *Retrievability:* Files arranged by material, system or evaluated equipment using the MASTER FORMAT system.

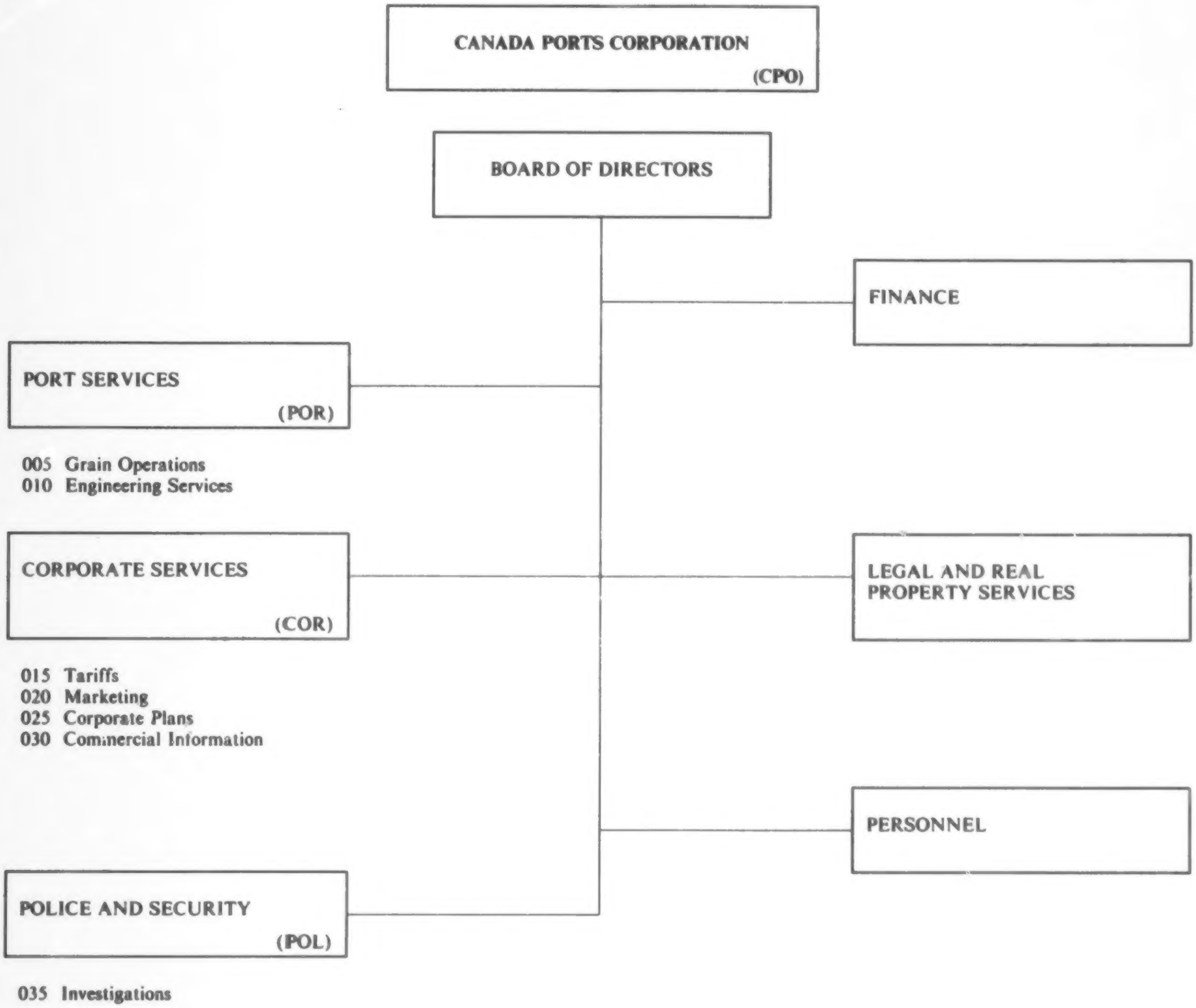
Deleted Classes of Records

CMH/FMI-285	Production Systems
CMH/ODS-300	Economic Commission for Europe Committee on Housing Building and Planning
CMH/ODS-315	Women and *National Housing Act* Programs

CANADA PORTS CORPORATION

Chapter 12

CANADA PORTS CORPORATION


CANADA PORTS CORPORATION
(CPO)
BOARD OF DIRECTORS
FINANCE
PORT SERVICES
(POR)
005 Grain Operations
010 Engineering Services
CORPORATE SERVICES
(COR)
015 Tariffs
020 Marketing
025 Corporate Plans
030 Commercial Information
LEGAL AND REAL PROPERTY SERVICES
PERSONNEL
POLICE AND SECURITY
(POL)
035 Investigations

ACCESS TO INFORMATION
CO-ORDINATOR
PORTS CANADA
99 METCALFE STREET
OTTAWA, ONTARIO
K1A 0N6

CANADA PORTS CORPORATION

Background

The Canada Ports Corporation was established by the *Canada Ports Corporation Act*, 1983. This Act amended the *National Harbours Board Act* of 1936, the *Movement Harbours and Piers Act* and the *Harbours Commission Act*. Reporting to Parliament through the Minister of Transport, Ports Canada is a Schedule C2 Crown corporation.

Overall Responsibilities

The Canada Ports Corporation (Ports Canada), is responsible for administering its ports under a common objective and to ensure that they meet the federal government's responsibility for national ports and the optimum deployment of resources. The Canada Ports Corporation shares with other marine components the broad objective of attending to the development and operation of a safe and efficient national marine transportation system.

Ports Canada is also responsible for ensuring that ongoing maintenance, upgrading and major expansions to port facilities and infrastructure will provide enhanced services to port users on a competitive and cost-effective basis, both for domestic and international customers.

Organization

The management structure of Ports Canada consists of a national board of directors, a chairman, vice-chairman, full-time president and chief executive officer, and fourteen other members serving in a part-time capacity representing broad regional and national interests in port matters. There are also four vice-presidents representing Finance, Legal Services, Port Services and Corporate Services. The Act also gives the board powers to establish local port corporations, at any of the 15 ports of Ports Canada, which meet the criteria of national and regional significance, local interest and financial viability.

The ports of St. John's, Halifax, Québec, Montreal, Vancouver and Prince Rupert have obtained the status of local port corporations. Other non-corporate ports are located in Saint John and Belledune, New Brunswick; Chicoutimi, Baie des Ha!Ha!, Sept-Iles, and Trois-Rivières, Québec; Prescott and Port Colborne, Ontario; and Churchill, Manitoba.

General Information

General information may be obtained by writing or calling

Information and Communication
Ports Canada
99 Metcalfe Street
Ottawa, Ontario
K1A 0N6
Telephone: (613) 957-6787
Telex: 053-4127

Access Procedures

Official requests for Ports Canada records under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator
Ports Canada
99 Metcalfe Street
Ottawa, Ontario
K1A 0N6
Telex: 053-4127

Port Services

This department provides engineering services as well as environment and facilities planning expertise to non-corporate ports and, on request, to local port corporations. It oversees grain operations at Prescott, Port Colborne and Churchill and manages the port of Belledune. It also provides expert advice to the Corporation's board of directors and senior management in order to contribute to the safety, efficiency and cost- effectiveness of Canada Ports Corporation facilities.

Manuals

- Engineering Policies and Procedures

Corporate Services

This department is responsible for the formulation, development and implementation of the Corporation's long and short-term strategies, for the assessment of port and corporate projects, for the provision of information services to all ports and national office departments, including records and library services, and for the provision of all periodical management information reports regarding macro-economic, trade and transportation issues, or financial performance of the Ports Canada system.

EDP System

- Traffic Data Base: Historical data base of traffic statistics at the 15 Ports Canada ports

Police and Security

The Ports Canada Police is a national police force established for the enforcement of federal and provincial laws that relate to the protection of persons and property situated on premises under the administration of the Canada Ports Corporation or a local port corporation.

Manuals

- Directives and Orders Manual
- Administrative Policy and Directives Manual
- Operational Procedures and Guidelines Manual

Classes of Records

CPO/POR-005
Grain Operations
Description: Information on the activities of the Corporation's grain elevators. *Topics:* Operation and maintenance; negotiations with lessees; charges; tariffs; scales; dust control; storage; inspections; infestation control; equipment.

CPO/POR-010
Engineering Services
Description: Information on the planning, design, construction and maintenance of the Corporation's facilities. *Topics:* Construction supervision; consultant management; research; drafting; tenders; work orders; inspections; progress reports and payments.

CPO/COR-015
Tariffs
Description: Information on the establishment of and revisions to tariffs. *Topics:* Charges; harbour dues; wharfage rates; remissions; submissions; notices.

CANADA PORTS CORPORATION

CPO/COR-020
Marketing (New)
Description: Information on marketing plans and market research. Analysis of commercial and financial data necessary to develop marketing plans. *Topics:* Research, studies, surveys, reports; cost analysis; storage and packaging of goods; traffic; statistics.

CPO/COR-025
Corporate Plans (New)
Description: Information on corporate plans. *Topics:* Guidelines; assessment; research; forecasts, data analysis and cost analysis.

CPO/COR-030
Commercial Information (New)
Description: Economic and business forecasts, commodity outlook and other commercial information. *Topics:* Statistics; forecasts; commodities; containers; shipping lines; rates.

CPO/POL-035
Investigations (New)
Description: Information relating to criminal investigations and criminal operational intelligence. *Topics:* Incident summaries; crime trend analysis; criminal intelligence assessments; research; security consultation reports.

CANADA POST CORPORATION

(NOT SUBJECT TO THE ACCESS TO INFORMATION ACT)

Chapter 13

CANADIAN AVIATION SAFETY BOARD

Chapter 14

CANADIAN AVIATION SAFETY BOARD

Background

The *Canadian Aviation Safety Board Act* was proclaimed May 1, 1984, taking full effect on October 1, 1984. This legislation followed acceptance by Cabinet of the recommendations made in the Dubin Report concerning Aviation Safety in Canada, which was published in May 1981.

Laws and Regulations

The Board operates under the *Canadian Aviation Safety Board Act* and the Canadian Aviation Safety Board Regulations.

Overall Responsibilities

The objective of the Board is to advance aviation safety

- by identifying safety deficiencies as evidenced by aviation occurrences;
- by conducting independent investigations and, if necessary, public enquiries into aviation occurrences in order to discover contributing factors and causes;
- by publicly reporting on its investigation and on the findings and by making recommendations designed to eliminate or reduce safety deficiencies.

It is not the objective of the Board to determine or apportion any blame or liability in connection with an aviation occurrence.

Organization

The Board consists of the Chairman and eight members and is supported by an executive director and five branches: Investigation, which includes six regional investigation offices; Safety Programs; Safety Engineering; Safety Medicine; and Administration.

Regional Offices

Atlantic Region
Regional Manager
Canadian Aviation Safety Board
175 Edinburgh Drive
Moncton, New Brunswick
EIE 2K9

Québec Region
Regional Manager
Canadian Aviation Safety Board
185 avenue Dorval, Suite 403
Dorval, Québec
H9S 5J9

Ontario Region
Regional Manager
Canadian Aviation Safety Board
5075 Yonge Street, 8th Floor
Willowdale, Ontario
M2N 6C6

Central Region
Regional Manager
Canadian Aviation Safety Board
355-550 Century Street
Winnipeg, Manitoba
R3H 0Y1

Western Region
Regional Manager
Canadian Aviation Safety Board
Suite 12, 14220 Yellowhead Trail
Edmonton, Alberta
T5L 3C2

Pacific Region
Regional Manager
Canadian Aviation Safety Board
8-3071 Number Five Road
Richmond, British Columbia
V6X 2T4

Major Publications

- The Aviation Occurrence Report
- The Aviation Safety Engineering Facility — A Technical Report
- Summary Reports of Civil Aircraft Occurrences in Canada
- Public Affairs Brochure

Access Procedures

All formal requests under the *Access to Information Act* should be directed to

Access to Information Co-ordinator
Canadian Aviation Safety Board
P.O. Box 9120
Alta Vista Terminal
Ottawa, Ontario
K1G 3T8
Telephone: (819) 994-8028/994-8025

Aviation Safety Investigation Branch

This branch directs and conducts investigations into aviation occurrences, identifies safety deficiences, prepares reports on its findings and proposes recommendations to advance aviation safety.

Aviation Safety Programs Branch

This branch is responsible for data systems and statistical analysis, communications and public affairs, policy and planning and the evaluation of safety deficiences, and preparation of recommendations.

Aviation Safety Engineering Branch

The branch is responsible for the development, provision and maintenance of technologically advanced engineering services and a comprehensive material and failure test and analysis capability. These services and facilities provide the specialized technical/engineering support to the occurrence investigations conducted by the Board.

Aviation Safety Medicine Branch

This branch, when it is established, will be responsible for the development, co-ordination and provision of technologically advanced comprehensive tests and analysis of tissues and fluids of occupants killed in aircraft accidents. These tests/analyses assist in determining condition prior to death and assess human factor aspects for each occurrence.

Administration Branch

The branch provides financial, personnel, administrative and secretariat services required for the independent operation of the Board. The secretariat function provides direct support to the Board in the conduct of public hearings and enquiries.

Classes of Records

In accordance with the *Access to Information Act* the Board is currently developing classes of records as per the provisions set out in the Treasury Board Submission.

In the interim, formal requests for information pertaining to specific aviation occurrences will be processed in accordance with central agency guidelines.

CANADIAN CENTRE FOR OCCUPATIONAL HEALTH AND SAFETY

Chapter 15

CANADIAN CENTRE FOR OCCUPATIONAL HEALTH AND SAFETY

CANADIAN CENTRE FOR OCCUPATIONAL HEALTH AND SAFETY (OHS)

CHAIRMAN AND COUNCIL OF GOVERNORS

EXECUTIVE BOARD

PRESIDENT AND CHIEF EXECUTIVE OFFICER

INFORMATION SYSTEM SERVICES (ISS)

005 CCINFO

TECHNICAL SERVICES (TES)

010 Material Hazards
015 Occupational Medicine
020 Safety
025 Physical Hazards
030 Statistics
035 Occupational Health and Safety Law

DOCUMENTATION SERVICES (DOS)

040 Holdings of Information Resources

FINANCE AND ADMINISTRATION SERVICES (FIN)

901 Administration
902 Acts and Legislation
903 Administrative and Management Services
904 Co-operation and Liaison
905 Buildings and Properties
908 Utilities
909 Equipment and Supplies
910 Furniture and Furnishings
911 Office Appliances
912 Procurement
913 Vehicles
914 Finance
915 Accounts and Accounting
916 Audits
917 Budgets
918 Personnel
919 Classification of Positions
920 Employment and Staffing
921 Human Resources
922 Occupational Health, Safety and Welfare
923 Official Languages
924 Pensions and Insurance
925 Salaries and Wages
926 Staff Relations
927 Training and Development

ACCESS TO INFORMATION CO-ORDINATOR
DIRECTOR OF FINANCE AND ADMINISTRATION
CANADIAN CENTRE FOR OCCUPATIONAL HEALTH AND SAFETY
250 MAIN STREET EAST
HAMILTON, ONTARIO
L8N 1H6

CANADIAN CENTRE FOR OCCUPATIONAL HEALTH AND SAFETY

Background

The Canadian Centre for Occupational Health and Safety (CCOHS) is a Crown Corporation under Schedule B of the *Finance and Administration Act*, created by Parliament in April 1978 to promote the rights of Canadians to a healthy and safe working environment. It is governed by a Council of Governors representing labour, employers and governments — federal, provincial and territorial.

Overall Responsibilities

In addition to facilitating open discussion and participation, this structure ensures that policy and priorities of CCOHS accurately reflect Canadian occupational health and safety needs. This varied representation promises that CCOHS services receive support, acceptance and credibility among the client groups. CCOHS neither inspects workplaces nor sets standards; it has no regulatory jurisdiction. In the absence of vested legislative powers, CCOHS relies on the value of its services for their successful implementation.

The Centre is the national information resource in occupational health and safety; it provides information and advice understandable to the end user — the individual worker, the individual manager, and the joint health and safety committee. This information is expected to facilitate decision-making at the worksite by supporting the legislated rights to know about the hazards of work, to refuse hazardous work, and to participate in occupational health and safety programs. Information from the Centre is free of charge and is provided in French and English.

The Centre contributes to Canadian efforts to reduce job-related accidents and diseases, as the collector, interpreter and disseminator of information in occupational health and safety. To meet these information needs in Canada, the Centre increasingly relies on computerized information systems. Under the direction of a tripartite committee of the Council of Governors, it is establishing a national network of connected organizations and providing training and support to its users. To meet users' needs for simple, rapid and easy nationwide access to current worldwide knowledge of occupational health and safety, it is creating databases (electronic information banks) and acquiring international databases; in particular, it is creating databases of direct information, which give information directly, as opposed to bibliographic databases which refer the user to sources of information. Based on their experience in answering enquiries, CCOHS subject specialists prepare publications. Publications and computerized information are planned to eventually carry a major load of enquiries.

Organization

The policies of CCOHS are established by the Council of Governors, which consists of a chairman, and 39 representatives of labour, employers and governments; it meets three times a year in various parts of Canada. The council is independent of the government of the day. CCOHS is located in Hamilton, Ontario and its operations are led by a President and Chief Executive Officer and organized into four divisions: Information Systems Services, Technical Services, Documentation Services and Finance and Administration Services. The directors report to the President and Chief Executive Officer.

Reading Room

Facilities are available in Documentation Services where the public may inspect manuals pertaining to the administration of the Centre. Hours of operation are 08:30 to 17:00.

Key Contacts

Under a policy developed by the council, the Centre has established a series of computerized links with organizations active in occupational health and safety across Canada. Enquirers may contact these organizations for information through the Centre's on-line information service.

Access Procedures

Formal requests under the *Access to Information Act* should be addressed to:

Access to Information Co-ordinator
Director of Finance and Administration
Canadian Centre for Occupational Health and Safety
250 Main Street East
Hamilton, Ontario
L8N 1H6
Telephone: (416) 572-2981

Information Systems Services

This service provides a national computerized service of information on occupational health and safety and maximizes the results of the collective activities of CCOHS staff by establishing and operating a computerized information service aimed at providing users with simple, rapid and easy nationwide access to current worldwide knowledge on occupational health and safety, in a manner directly responsive to their needs, and by meeting all the other electronic data processing (EDP) requirements of CCOHS.

Technical Services

In response to requests for information on occupational health and safety problems, Technical Services provides expert information and advice on recognition, evaluation, and control of workplace hazards.

Documentation Services

Documentation Services is responsible for acquiring, organizing and disseminating information on occupational health and safety in support of the Information and Advisory Service. It operates the Inquiries Office and participates in the Inquiries Service. It produces an on-line catalogue and participates in data base development.

Finance and Administration Services

Finance and Administration Services provides centralized planning and control; management, administrative and support services necessary for the effective operation of CCOHS. Finance and Administration promotes the use of and publicizes CCOHS' services through the distribution of publications — newsletters, brochures, technical reports, annual report, and specialized reports.

Classes of Records

OHS/ISS-005
CCINFO
Description: This is the Canadian Centre for Occupational Health and Safety's computerized information retrieval system. Direct information on chemical products used in the Canadian workplace; pure chemicals; bibliographic references on occupational health and safety topics; inquiries received by CCOHS; mailing addresses; videotex packages on specific topics. *Topics* (Data bases): CIOL (Chemical Information On-line) responds to the right to know about the hazards posed by chemicals in the workplace. It focuses on trade-named chemicals through TN (Trade Names) and supplies detailed information on their Trade Names ingredients and safe usage through CHEMINFO (chemical information). Full-text Hazard Summaries will be contained in CHEMTEXT. INFODOC is a bibliographic data bank which consists of CANADIANA, documents on occupational health and safety produced in Canada, by Canadians or on Canadian topics, and ESSENTIALS, selected publications considered essential by the Centre's subject specialists to topics especially important to

Canadian occupational health and safety. RESOURCES describes the people and organizations active in Canadian occupational health and safety, and the research projects current in Canadian occupational health and safety. CIS/ILO: Created by the Centre International d'informations de sécurité et d'hygiène du travail of the International Labour Office in Geneva, CIS/ILO is a multilingual, bibliographic data base on publications in occupational health and safety worldwide. NIOSHTIC: Developed by the US National Institute for Occupational Safety and Health, NIOSHTIC is a bibliographic data base of scientific publications in occupational health and safety. *Videotex Packages:* **Asbestos:** contains basic information on asbestos, its uses, work practices, protective equipment, related diseases, and preventive measures. **Excavation:** a learning program which outlines potential dangers associated with excavation work and necessary safety precautions to avoid them. **Organizing an Occupational Health and Safety Commitee:** contains information for newly formed or about-to-be-formed committees with questions and comments highlighting areas which should be considered during preliminary discussions. For committees of long standing, it can be used as an audit guide to examine the existing structure and function of the committee. **Introducing CCOHS:** an introduction to the Canadian Centre for Occupational Health and Safety and its services. **Manuals:** Technical Requirements for Accessing CCINFO — describes equipment and software which users must employ to access CCINFO; CCINFO Quick Reference Guide — summarizing the search concepts and commands of the various data bases; Basic Training Course Manual — a training manual for users of CCINFO; Quality Assurance Procedures — for data base building; Data Base User Manual — search procedures for users of CCINFO.

OHS/TES-010
Material Hazards
Description: Files on adverse effects caused by workplace exposure to chemicals, and health and safety problems of selected industries or occupations. *Topics:* Chemical, physical and toxicological properties of industrial chemicals.

OHS/TES-015
Occupational Medicine
Description: Information on the relationship between occupation and disease and occupational medical services. *Topics:* Occupational diseases; employee health services.

OHS/TES-020
Safety
Description: Information on workplace safety hazards. *Topics:* Safe work practices, equipment, workplace design.

OHS/TES-025
Physical Hazards
Description: Information on adverse effects associated with occupational exposure to radiation, vibration, light and extremes of temperature and pressure. *Topics:* Ionizing radiation, non-ionizing, light, temperature, pressure, noise and vibration.

OHS/TES-030
Statistics
Description: Information on accident and disease rates among workers, and health experience of selected occupations. *Topics:* Accident statistics, disease statistics, occupational epidemiology.

OHS/TES-035
Occupational Health and Safety Law
Description: Information on Canadian and selected international laws, regulations, codes and standards regarding conditions of work. *Topics:* Statutes, regulations, codes.

OHS/DOS-040
Holdings of Information Resources
Description: The finding aids to the collections are in the form of three databases: CIS, NIOSHTIC and INFODOC. *Topics:* The majority of holdings are on subjects in occupational health and safety. Examples of other subjects include information science; management.

OHS/FIN-901
Administration
Description: See Standard Classes of Records.

OHS/FIN-902
Acts and Legislation
Description: See Standard Classes of Records.

OHS/FIN-903
Administrative and Management Services
Description: See Standard Classes of Records.

OHS/FIN-904
Co-operation and Liaison
Description: See Standard Classes of Records.

OHS/FIN-905
Buildings and Properties
Description: See Standard Classes of Records.

OHS/FIN-908
Utilities
Description: See Standard Classes of Records.

OHS/FIN-909
Equipment and Supplies
Description: See Standard Classes of Records.

OHS/FIN-910
Furniture and Furnishings
Description: See Standard Classes of Records.

OHS/FIN-911
Office Appliances
Description: See Standard Classes of Records.

OHS/FIN-912
Procurement
Description: See Standard Classes of Records.

OHS/FIN-913
Vehicles
Description: See Standard Classes of Records.

OHS/FIN-914
Finance
Description: See Standard Classes of Records.

OHS/FIN-915
Accounts and Accounting
Description: See Standard Classes of Records.

OHS/FIN-916
Audits
Description: See Standard Classes of Records.

OHS/FIN-917
Budgets
Description: See Standard Classes of Records.

OHS/FIN-918
Personnel
Description: See Standard Classes of Records.

OHS/FIN-919
Classification of Positions
Description: See Standard Classes of Records.

OHS/FIN-920
Employment and Staffing
Description: See Standard Classes of Records.

OHS/FIN-921
Human Resources
Description: See Standard Classes of Records.

OHS/FIN-922
Occupational Health, Safety and Welfare
Description: See Standard Classes of Records.

OHS/FIN-923
Official Languages
Description: See Standard Classes of Records.

OHS/FIN-924
Pensions and Insurance
Description: See Standard Classes of Records.

OHS/FIN-925
Salaries and Wages
Description: See Standard Classes of Records.

OHS/FIN-926
Staff Relations
Description: See Standard Classes of Records.

OHS/FIN-927
Training and Development
Description: See Standard Classes of Records.

CANADIAN COMMERCIAL CORPORATION

Chapter 16

CANADIAN COMMERCIAL CORPORATION

(CCC)

005 Canadian Commercial Corporation Files

ACCESS TO INFORMATION
CO-ORDINATOR
CANADIAN COMMERCIAL
CORPORATION
112 KENT STREET
PLACE DE VILLE, TOWER B
OTTAWA, ONTARIO
K1A 1E9

CANADIAN COMMERCIAL CORPORATION

Background

A Crown Corporation established in 1946, Canadian Commercial Corporation (CCC) is wholly owned by the Government of Canada. It reports to Parliament through the Minister for International Trade (the Secretary of State for External Affairs Canada). Its mandate is to assist in the development of trade between Canada and other nations.

Overall Responsibilities

The Corporation's principal activity is to make sales to foreign governments and international agencies on behalf of Canadian suppliers. In all transactions, it assumes the role of prime contractor undertaking to deliver a product or service to the foreign customer with a "back-to-back" obligation from a Canadian supplier. The work to be done is sub-contracted to private sector firms and/or other government departments or agencies.

The Corporation takes care of inspection, acceptance, shipping, payment to suppliers and collection from customers. The advantages of this include:

— a reduction in the complexity of export sales for Canadian firms, and an assurance to foreign customers that suppliers are financially and technically capable of meeting bid specifications and conforming to contract terms;

— access by suppliers to government-to-government procurement opportunities, and an assurance to foreign buyers of equitable prices and terms from Canadian suppliers;

— encouraging foreign customers to deal with smaller or less well-known Canadian firms, backed by the security of Canadian government support through the CCC; and

— expedition of the payment process.

Since 1946, Canadian Commercial Corporation has served more than 90 foreign governments and international agencies in transactions totalling more than $13 billion. Annual export sales for 1985-86 were $968 million. At any one time, CCC has active contracts with more than 300 Canadian firms.

Organization

The Board of Directors is comprised of Canadian business executives, senior public servants and the president of the Corporation.

The Corporation maintains a staff of some 110 persons. CCC has total assets of approximately $380 million; annual expenses of $18 million, 56 per cent of which is paid to Supply and Services Canada for sourcing and contracting services provided.

The Corporation's activities complement those of other export-related groups and agencies of the Canadian government, including the International Trade Development units of the Department of External Affairs, and its trade commissioners abroad (export marketing); the Export Development Corporation (export financing and insurance); and Canadian International Development Agency (loans and grants to developing countries).

Key Contacts

Headquarters

Business Development Officer or Information Officer
50 O'Connor Street
Canadian Commercial Corporation
11th Floor
Ottawa, Ontario
K1A 0S6
Telephone: (613) 996-0034

Western Office

Business and Project Development Officer
Canadian Commercial Corporation
Bentall Tower IV
P.O. Box 49178
Vancouver, British Columbia
V7X 1K8
Telephone: (604) 666-3940

Access Procedures

Formal requests under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator
11th Floor
50 O'Connor Street
Ottawa, Ontario
K1A 0S6
Telephone: (613) 996-0034

A reading room is available to the public on business days during the hours 09:00 to 16:00.

Classes of Records

CCC/CCC-005

Canadian Commercial Corporation Files

Description: The Corporation's files contain information related to foreign governments and international affairs; procurement; contracting and financing. *Topics:* Exports; contracts; defence industry; developing countries; Export Development Corporation; External Affairs Canada; foreign governments; foreign posts; foreign trade; international trade; supplier listings and contracts; trade development; World Bank.

CANADIAN CULTURAL PROPERTY EXPORT REVIEW BOARD

Chapter 17

CANADIAN CULTURAL PROPERTY EXPORT REVIEW BOARD

CANADIAN CULTURAL PROPERTY EXPORT REVIEW BOARD
(CPE)

MOVABLE CULTURAL PROPERTY SECRETARIAT
(CPI)

005 Exports and Imports

ACCESS TO INFORMATION
CO-ORDINATOR
CANADIAN CULTURAL PROPERTY
EXPORT REVIEW BOARD
MOVABLE CULTURAL PROPERTY
SECRETARIAT
JOURNAL TOWER NORTH
300 SLATER STREET, ROOM 366
OTTAWA, ONTARIO
K1A 0C8

CANADIAN CULTURAL PROPERTY EXPORT REVIEW BOARD

Background

The Canadian Cultural Property Export Review Board was created by the *Cultural Property Export and Import Act*, proclaimed in September 1977. Its purpose is to preserve in Canada the best examples of Canadian heritage in movable cultural property. This is accomplished through a system of export controls, tax incentives for private individuals who donate or sell cultural objects to public institutions and grants to assist institutions in purchasing cultural objects under certain circumstances.

Overall Responsibilities

The responsibilities of the Review Board are to review applications for export permits, to make determinations on fair cash offers to purchase and to make determinations for the purposes of the *Income Tax Act*. It also provides advice to the minister on matters affecting the preservation in Canada of the heritage in movable cultural property. In particular, it recommends to the minister, pursuant to Section 29 of the Act, grants and loans to designated institutions and public authorities in Canada for the purchase of objects for which export permits have been refused under the Act, or for the purchase of cultural property outside Canada that is related to the national heritage. The grants and loans are made out of monies appropriated annually by Parliament.

Review of Applications for Export Permits

In reviewing an application for an export permit the Board must determine whether the object in question

- is included in the Canadian Cultural Property Export Control List;
- is of outstanding significance by reason of its close association with Canadian history or national life, its aesthetic qualities or its value in the study of the arts or sciences; and
- whether the object is of such a degree of national importance that its loss would significantly diminish the national heritage.

Applications for Certification of Cultural Property for Income Tax Purposes

Where the Review Board determines that the cultural property subject of an application meets the criteria of outstanding significance and national importance and the cultural property qualifies for certification for income tax purposes, the Review Board issues a Cultural Property Income Tax Certificate to the designated institution or public authority making such an application. It should be noted that objects proposed for certification need not be included in the Canadian Cultural Property Export Control List. Thus objects less than 50 years old and made by a living person may qualify. It should also be noted that a certified cultural property subject of a Cultural Property Income Tax Certificate is exempt from tax on taxable capital gains when disposed of (by gift or sale) to an institution or public authority in Canada designated for the purpose and, in the case of a donation, also qualifies for the 100 percent deductability provision under the *Income Tax Act*.

Access Procedures

Formal requests under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator
Canadian Cultural Property Export Review Board
Movable Cultural Property Secretariat
Journal Tower North
300 Slater Street
Room 366
Ottawa, Ontario
K1A 0C8
Telephone: (613) 990-4161

Classes of Records

CPE/CPI-005

Cultural Property Exports and Imports

Description: Information on the export of cultural objects in the National Treasure category and the transfer of ownership of such objects to public institutions through the provisions of grants and tax incentives as set out under the *Cultural Property Export and Import Act*. *Topics:* Implementation of the *Cultural Property Export and Import Act;* export permits and control; expert examiners; permit officers; certification; designation; grants and loans; case files on illegal exports and imports; consultants and special advisors.

CANADIAN DAIRY COMMISSION

Chapter 18

CANADIAN DAIRY COMMISSION

CANADIAN DAIRY COMMISSION
(CDC)

THE COMMISSION
(COM)

- 005 Commission Rules of Procedure
- 010 Liaison with Federal and Provincial Agencies
- 015 Administrative Policies
- 020 Consultative Committee
- 025 Canadian Milk Supply Management Committee

POLICY AND ECONOMICS
(PEC)

- 030 Policy

SUBSIDY OPERATIONS
(SOP)

- 035 Producers
- 040 Plants and Provincial Agencies
- 045 Production of Milk and Cream
- 050 Subsidy Rules
- 055 Subsidy Payments
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MARKETING OPERATIONS
(MOP)

- 065 Sales
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- 080 Transport
- 085 Inventories
- 090 Export Assistance
- 095 Animal Feed Assistance
- 100 Domestic Product Promotion, Product and Market Research

ACCESS TO INFORMATION
CO-ORDINATOR
CANADIAN DAIRY COMMISSION
2197 RIVERSIDE DRIVE
OTTAWA ONTARIO
KIA 0Z2

CANADIAN DAIRY COMMISSION

Background

The Canadian Dairy Commission was established by an Act of Parliament in October 1966. The Commission is accountable to Parliament. It consists of three members appointed by the Governor-in-Council: a chairman, a vice-chairman, and one other member. Commissioners are responsible to the Minister of Agriculture and their offices are in Ottawa. The Act also provides for the establishment of a consultative committee. This committee, composed of nine members appointed by the Minister, represents a variety of interests. The committee provides the Commission with advice on production and marketing matters.

Laws and Regulations

- Canadian Dairy Commission Act
- Agriculture Stabilization Act

Overall Responsibilities

The Commission plays a major role in developing the industrial milk industry in Canada. As stated in the Act, its objectives are

— to provide efficient producers of milk and cream with the opportunity of obtaining a fair return for their labour and investment; and

— to provide dairy product consumers with a continuous and adequate supply of high quality dairy products.

To achieve these objectives, the Commission calculates a target price for industrial or manufacturing milk and cream, based on the returns adjustment formula; administers an offer-to-purchase program for butter and skim milk powder at prices approved by the government; pays a subsidy on qualifying industrial or manufacturing milk and cream shipments directly to dairy farmers (which makes dairy products more affordable for consumers); forecasts and monitors the supply and demand of dairy products; markets dairy products both domestically and on export markets; provides support to dairy industry product and market research programs and recommends dairy policy to the Minister of Agriculture.

The chairman of the Commission chairs the Canadian Milk Supply Management Committee. This committee administers the comprehensive milk marketing plan signed by all industrial or manufacturing milk- and cream-producing provinces. The committee is composed of representatives of provincial producer marketing boards, provincial government agencies and the Commission, which represents the federal government. A major responsibility of this committee is the supply management of industrial milk and cream in Canada.

Major Publications

The Commission publishes an annual report and issues bulletins on alterations to dairy policy and regulations. There is also a list of available research reports, articles and studies on dairy policy, products and markets.

Access Procedures

Both informal enquiries and formal requests for information about the Commission and its operations under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator
Canadian Dairy Commission
2197 Riverside Drive
Ottawa, Ontario
K1A 0Z2
Telephone: (613) 998-9490

The Commission

The Commission establishes policy and administrative guidelines and objectives for the corporation, maintains constant liaison with federal and provincial government departments and agencies, representatives of producers and processors, prepares policy recommendations for the industry and the government, receives advice from the Consultative Committee to the Commission and chairs the Canadian Milk Supply Management Committee.

Policy and Economics

The section provides analysis and advice on dairy-related issues.

Subsidy Operations

The section administers the payment of subsidies on qualifying shipments of industrial milk and cream to producers in order to make dairy products more affordable to consumers. This involves processing applications for registration of producers permits, maintaining records of provincial and individual producer market share quotas and milk and cream production, the payment of subsidies on the basis of those records, directing and controlling the levy program.

Marketing Operations

These operations involve both domestic and export activities, the purchase, sale, transport, warehousing, financing and payment of export and animal feed assistance on dairy products under the Commission's domestic price support and special export program (products involved are butter, skim milk powder, cheese, evaporated milk, whole milk powder and specialty products). On 1 April 1986 the Commission ceased to pay the carrying charges associated with the financing, storage and transportation of butter and skim milk powder under its offer-to-purchase programs.

Classes of Records

CDC/COM-005
Commission Rules of Procedure
Description: Corporate rules of procedure describing how the Commission operates and the specific responsibilities of the three commissioners.

CDC/COM-010
Liaison with Federal and Provincial Agencies
Description: Communications, agreements, etc., between the Commission and federal and provincial departments and agencies, and representatives of the industry and interest groups. *Retrievability:* Files arranged by subject, individual, and province.

CDC/COM-015
Administrative Policies
Description: The administrative policies for the entire Commission.

CDC/COM-020
Consultative Committee
Description: Information regarding this nine-member advisory body to the Commission, which represents a variety of interests — farmers, processors, wholesalers, retailers and consumers. *Retrievability:* Files arranged chronologically by subject.

CDC/COM-025
Canadian Milk Supply Management Committee
Description: Information on the Commission's activities as chairman of the Canadian Milk Supply Management Committee, which administers the federal-provincial agreement, the Comprehensive Milk Marketing Plan. *Topics:* National industrial milk and cream

supply management systems. *Retrievability:* Files arranged chronologically, by subject, and by province.

CDC/PEC-030
Policy
Description: Information on policy development; consultations with other federal agencies and provincial, producer and processor agencies, boards and organizations, on income support, price stability, research on price determination, statistical data, reports, forecasts, trends, related correspondence. *Topics:* Milk and milk-product production, demand, sales, costs of milk product and processing, market share quotas, stocks, levies, targets, federal support and product prices. *Storage Media:* EDP systems and subject files.

CDC/SOP-035
Producers
Description: Information on each producer. *Topics:* Monthly milk production; market share quotas; monthly subsidy payments; communications with either the producer or provincial agency. *Storage Media:* EDP systems, microfilm. *Retrievability:* Files arranged by individual and province.

CDC/SOP-040
Plants and Provincial Agencies
Description: Listing of milk processing plants in Canada which report shipments of industrial milk and cream, provincial milk marketing agencies and the records of milk shipments and levies by province only. *Retrievability:* Files arranged by product, province and plant.

CDC/SOP-045
Production of Milk and Cream
Description: Information on industrial milk and cream production by producer, by province (and in some cases by plant) and a variety of summary tables such as summer-winter milk production by province, and degree of integration by province. *Retrievability:* Files arranged by product, individual, and province.

CDC/SOP-050
Subsidy Rules
Description: Rules and regulations on the eligibility for and payment of subsidy to milk producers on their qualifying shipments of industrial milk and cream.

CDC/SOP-055
Subsidy Payments
Description: Information on payments made to producers for qualifying shipments of industrial milk and cream. *Storage Media:* EDP systems, microfilm. *Retrievability:* Files arranged by registration number sequence and province.

CDC/SOP-060
Levies
Description: Information on funds collected by provinces from producers and remitted to the Commission to cover costs of exporting dairy products, surplus to domestic needs. *Retrievability:* Files arranged by subject matter and province.

CDC/MOP-065
Sales
Description: Quotes, negotiations and contracts of dairy products marketed by the Commission. *Storage Medium:* EDP systems. *Retrievability:* Files arranged by product, country, and company.

CDC/MOP-070
Purchases
Description: Tenders, negotiations and contracts of purchases of dairy products by the Commission. *Storage Medium:* EDP systems. *Retrievability:* Files arranged by product, country and company.

CDC/MOP-075
Warehousing
Description: Tenders, negotiations and contracts for storage facilities used by the Commission to store dairy products across Canada. *Storage Medium:* EDP systems. *Retrievability:* Files arranged by province, port, company, and city.

CDC/MOP-080
Transport
Description: Tenders, negotiations and agreements for the truck, train and boat transport used by the Commission to move dairy products. *Storage Medium:* EDP systems. *Retrievability:* Files arranged by mode, commodity, country, province, company, and product.

CDC/MOP-085
Inventories
Description: Inventories of dairy products held by the Commission. *Storage Medium:* EDP systems. *Retrievability:* Files arranged by product and warehouse.

CDC/MOP-090
Export Assistance
Description: Information on the payment of dairy farmers funded export assistance on dairy products marketed by exporters. *Storage Medium:* EDP systems. *Retrievability:* Files arranged chronologically by company and product.

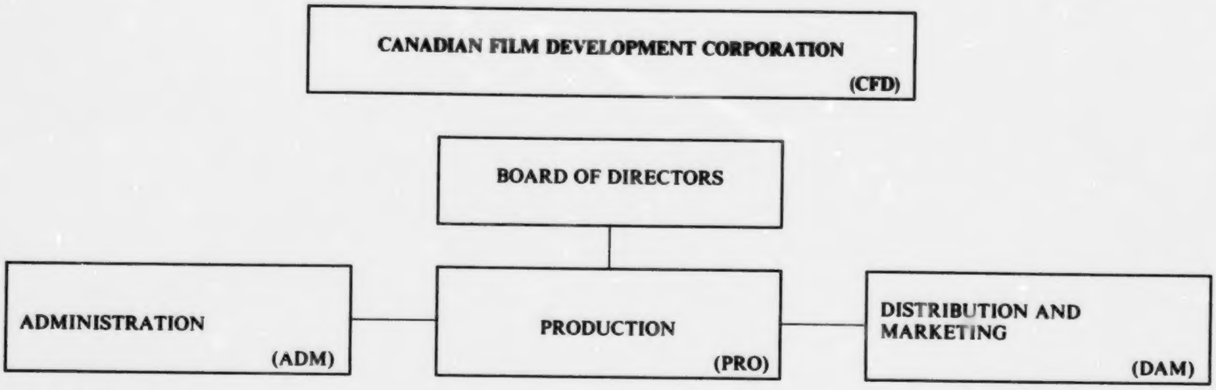
CDC/MOP-095
Animal Feed Assistance
Description: Information on the use of dairy farmer levy funds to make skim milk powder available for animal feed when the domestic market is short of such supplies. *Storage Medium:* EDP systems. *Retrievability:* Files arranged chronologically by company.

CDC/MOP-100
Domestic Product Promotion, Product and Market Research
Description: Commission-funded product and market research, and product promotion. *Retrievability:* Files arranged by subject, product and project (research reports are available).

CANADIAN FILM DEVELOPMENT CORPORATION

Chapter 19

CANADIAN FILM DEVELOPMENT CORPORATION


CANADIAN FILM DEVELOPMENT CORPORATION
(CFD)
BOARD OF DIRECTORS
ADMINISTRATION
(ADM)
PRODUCTION
(PRO)
DISTRIBUTION AND MARKETING
(DAM)

005 Policy and Planning
010 Co-production Treaties

015 Production

020 Industry Support
025 Distribution and Marketing

ACCESS TO INFORMATION
CO-ORDINATOR
CANADIAN FILM DEVELOPMENT
CORPORATION (TELEFILM CANADA)
600 DE LA GAUCHETIERE
STREET WEST
25th FLOOR
MONTREAL, QUEBEC
H3B 4L2

CANADIAN FILM DEVELOPMENT CORPORATION

Background

The Canadian Film Development Corporation, now called Telefilm Canada, was established by the government in 1967 to foster and promote the development of a feature film industry in Canada. In 1981, the Corporation's mandate was expanded to include shorts and documentary films, and in 1983 the Corporation was made responsible for the administration of the Canadian Broadcast Program Development Fund, making it the federal government agency responsible for private sector development in both the television and film industries.

Overall Responsibilities

The Corporation, which does not produce or distribute films or television programs, carries out its mandate by providing advice and financial assistance to individual production and distribution companies, and various industry organizations. The Corporation works with federal and provincial government ministries and cultural agencies towards the formulation of film and video policy and programs.

Organization

The Corporation, which comes under the jurisdiction of the Minister of Communications, is headed by a board of directors and a chairman appointed by the Governor-in-Council. On the recommendation of the Corporations's board, the Governor-in-Council also appoints an executive director who acts as the chief executive officer and is responsible for day-to-day operations. Headquarters of the Corporation are located in Montréal, with offices in Toronto, Vancouver, Halifax, Los Angeles, Paris, London,

General Information

General information on current Corporation programs or activities may be obtained in person, by telephone, or by writing to the Corporation offices listed below:

Montréal

Telefilm Canada
Tour de la Banque Nationale
600 de la Gauchetière Street West
25th Floor
Montréal, Québec
H3B 4L2
Telephone: (514) 283-6363

Toronto

Telefilm Canada
130 Bloor Street West
Suite 901
Toronto, Ontario
M5S 1N5
Telephone: (416) 973-6436

Vancouver

Telefilm Canada
1176 West Georgia Street
Suite 1500
Vancouver, British Columbia
V6E 4A2
Telephone: (604) 684-7262

Halifax

Telefilm Canada
Maritime Centre
1505 Barrington Street
Suite1205
Halifax, Nova Scotia
B3J 3K5
Telephone: (902) 426-8425

Access Procedures

Enquiries concerning administration, policy or past activity, and all formal requests under the *Access to Information Act* should be directed to

Access to Information Co-ordinator
Telefilm Canada
Tour de la Banque Nationale
600 de la Gauchetière Street West
25th Floor
Montréal, Québec
H3B 4L2
Telephone: (514) 283-6363

Administration Unit

In addition to the general administration of the Corporation, this unit is responsible for internal policy formulation and for evaluating and advising the federal and provincial governments on film and television policies and strategies. The unit is also responsible for the administration of Canada's co-production treaties with Algeria, Belgium, France, Israel, Italy, the Federal Republic of Germany, Spain and the United Kingdom, on behalf of the Minister of Communications. It also evaluates applications made under these treaties and makes recommendations to the Minister on provisional and final approval.

Program Unit

The Corporation has two main program areas: Production, and Distribution and Marketing. Production includes the Canadian Broadcast Program Development Fund, the script and development program, and an interim financing- program. Distribution and Marketing includes a test marketing program, a domestic promotion and advertising program, international support activities, and the industry support program. This last program provides grants to non-profit industry organizations for festivals, markets, seminars and workshops which are intended to benefit a substantial portion of the industry.

Manuals

- Telefilm Canada (3 volumes)
- Telefilm Canada — Methods and Procedures (2 volumes)

Classes of Records

CFD/ADM-005
Policy and Planning
Description: Information on internal Corporation policy and the evaluation and response to policy planning of other government departments and agencies, as well as professional interest groups. *Topics:* Financial planning; internal policy and planning; federal government; general industry policy; industry—relations. *Retrievability:* Financial planning files arranged according to date; all other files arranged alphabetically by issue or organization.

CANADIAN FILM DEVELOPMENT CORPORATION

CFD/ADM-010
Co-production Treaties
Description: Information on the maintenance or renegotiation of current co-production treaties, relevant correspondence and negotiation of possible treaties and projects which have been submitted for official co-production status. *Topics:* Treaties; policies; projects. *Retrievability:* Files arranged by country or project.

CFD/PRO-015
Production
Description: Information on transactions carried out under the Corporation's production programs. *Topics:* Readers reports; contracts; financial information; subsidiary documents. *Retrievability:* Submissions accepted or rejected, arranged by project title.

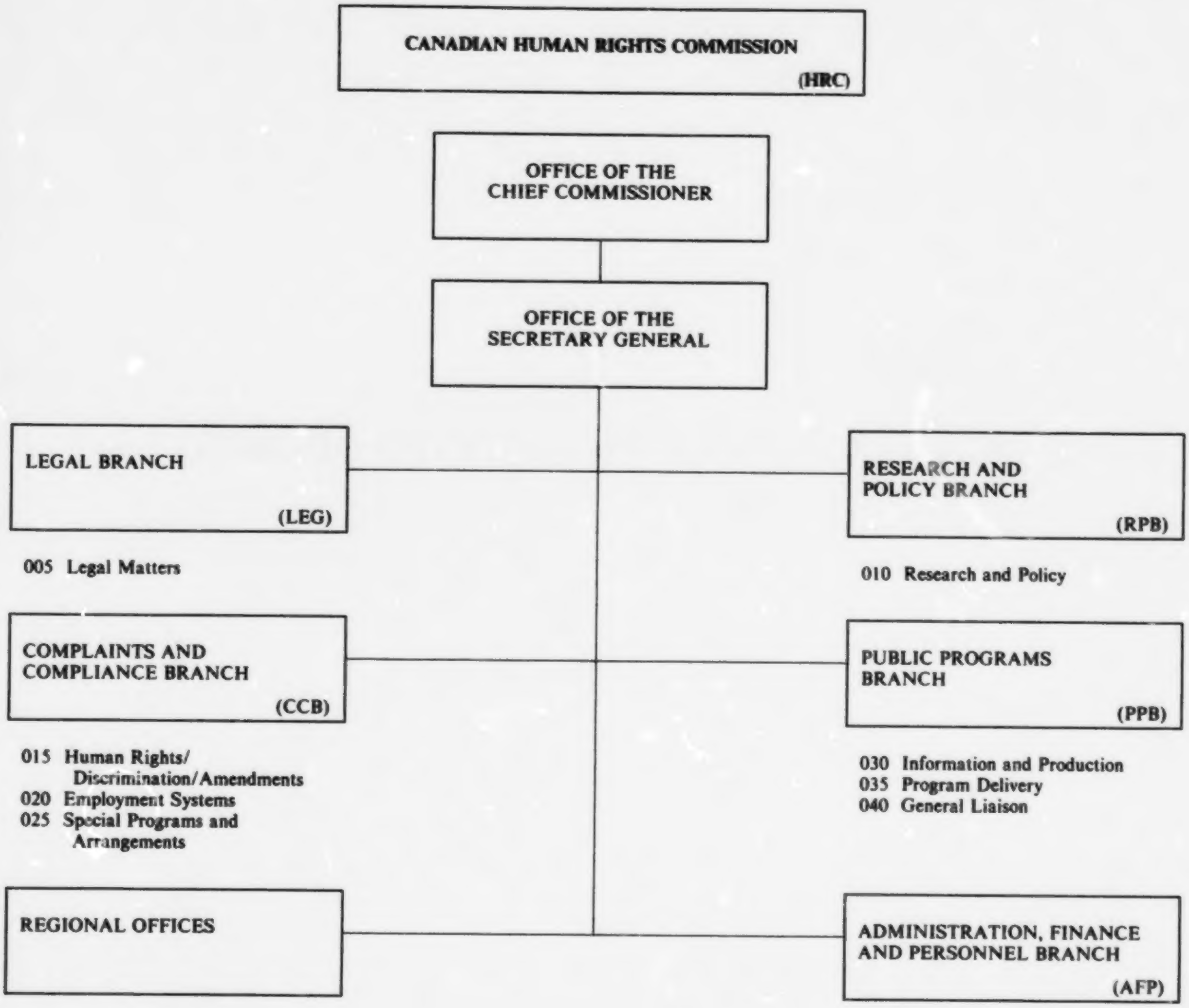
CFD/DAM-020
Industry Support
Description: Information on transactions carried out under the Corporation's industry support program. *Topics:* Festivals; markets; seminars and workshops. *Retrievability:* Files arranged by event or organization.

CFD/DAM-025
Distribution and Marketing
Description: Information on transactions carried out under the Corporation's distribution and marketing programs, as well as on the distribution or marketing of films. *Topics:* Contracts; revenues; distributors; agents; territories; and markets. *Retrievability:* Files arranged by country, company, market or project title.

CANADIAN HUMAN RIGHTS COMMISSION

Chapter 20

CANADIAN HUMAN RIGHTS COMMISSION


CANADIAN HUMAN RIGHTS COMMISSION (HRC)
OFFICE OF THE CHIEF COMMISSIONER
OFFICE OF THE SECRETARY GENERAL
LEGAL BRANCH (LEG)
RESEARCH AND POLICY BRANCH (RPB)
COMPLAINTS AND COMPLIANCE BRANCH (CCB)
PUBLIC PROGRAMS BRANCH (PPB)
REGIONAL OFFICES
ADMINISTRATION, FINANCE AND PERSONNEL BRANCH (AFP)

005 Legal Matters

010 Research and Policy

015 Human Rights/Discrimination/Amendments
020 Employment Systems
025 Special Programs and Arrangements

030 Information and Production
035 Program Delivery
040 General Liaison

045 Administration Services
050 Financial Services
055 Personnel Services

ACCESS TO INFORMATION CO-ORDINATOR
CANADIAN HUMAN RIGHTS COMMISSION
400-90 SPARKS STREET
OTTAWA, ONTARIO
KIA IEI

CANADIAN HUMAN RIGHTS COMMISSION

Background

The Canadian Human Rights Commission (CHRC) was given its mandate with the passage in July, 1977 of the *Canadian Human Rights Act*. The Act became operative on March 1, 1978, and was amended July 1, 1983. The Commission's mandate is to foster the principle that every individual should have an equal opportunity to participate in all spheres of Canadian life, consistent with his or her duties and obligations as a member of society.

Laws and Regulations

The Commission operates under the *Canadian Human Rights Act* and the following Regulations and Guidelines:

- Equal Wage Guidelines (SI/78-155, September 27, 1978; amendment: SI/82-2, January 13, 1982)
- Age Guidelines (SI/78-165, October 25, 1978)
- Canadian Human Rights Benefit Regulations (SOR/80-68, January 11, 1980; amendment: SOR/82-783, August 19, 1982; SOR/83-615, July 28, 1983; SOR/85-512, May 31, 1985)
- Human Rights Tribunal Appeal Regulations (SOR/80-394, May 27, 1980)
- Immigration Guidelines (SI/80-125, July 23, 1980)
- Immigration Investigation Regulations (SOR/80-686, August 27, 1980)
- Bona Fide Occupational Requirements Guidelines (SI/82-3, January 13, 1982)
- Customs and Excise Human Rights Investigation Regulations (SOR/83-196, February 25, 1983)

Overall Responsibilities

The Canadian Human Rights Commission carries out its mandate in two ways. First, it deals with complaints of discrimination in employment or in the provision of goods, services, facilities or accommodation on the basis of ten prohibited grounds of discrimination: race, national or ethnic origin, colour, religion, age, sex, marital status, family status, disability, or conviction for an offence for which a pardon has been granted. Its jurisdiction includes federal government departments and agencies, crown corporations and institutions such as chartered banks, airlines, interprovincial transportation systems, as well as the federally regulated portions of the private sector.

Second, the Commission conducts information programs in the field of human rights, provides advice, issues guidelines, conducts research, reviews regulations and their instruments, maintains close liaison with the provinces and endeavours to reduce discriminatory practices.

Organization

The Commission is headed by the Chief Commissioner who has deputy minister status, and is supported by the deputy chief commissioner and the secretary general. There are five administrative operational branches at headquarters: Legal, Research and Policy, Complaints and Compliance, Public Programs, and Administration, Finance and Personnel.

The Commission also maintains seven regional offices in Halifax, Montréal, Ottawa, Toronto, Winnipeg, Edmonton and Vancouver.

Manuals

- CHRC Interpretation Manual
- CHRC Compliance Manual

Key Contacts

Information on the different publications produced by the Canadian Human Rights Commission can be obtained by contacting:

Information and Production Services
Canadian Human Rights Commission
400-90 Sparks Street
Ottawa, Ontario
K1A 1E1

Legal Counsel
Telephone: (613) 995-1151

Public Relations Officer
Telephone: (613) 995-1151

Public Reading Rooms

Canadian Human Rights Commission
400-90 Sparks Street
Ottawa, Ontario

Regional Offices

Atlantic Region

300-5670 Spring Garden Road
Halifax, Nova Scotia

Québec Region

330-1253 McGill College Avenue
Montréal, Québec

National Capital Region

915-270 Albert Street
Ottawa, Ontario

Ontario Region

Arthur Meighen Building
623-55 St. Clair Avenue East
Toronto, Ontario

Prairie Region

718-275 Portage Avenue
Winnipeg, Manitoba

Alberta and Northwest Territories Region

Liberty Building
401-10506 Jasper Avenue
Edmonton, Alberta

Western Region

600-609 West Hastings Street
Vancouver, British Columbia

Access Procedures

All formal requests under the *Access to Information Act* should be directed to

Access to Information Co-ordinator
Canadian Human Rights Commission
400-90 Sparks Street
Ottawa, Ontario
K1A 1E1
Telephone: (613) 995-1151

Legal Branch

This branch provides legal advice to Commission members and staff on all legal matters which come under the jurisdiction of the

Commission, and information and advice on the administration of legal matters pertaining to legal proceedings by or against the Commission in a Human Rights Tribunal or in a court of law. Staff of the branch are responsible for the conduct of cases before tribunals and courts.

Research and Policy Branch

This branch is responsible for supporting the Commission's decision-making process through applied research projects and development of policies on any number of human rights issues. Work from this branch is in support of complaints processing, relations with other agencies and the public, representations to Parliament, and advice to employers and organizations serving the public.

Complaints and Compliance Branch

This branch is responsible for ensuring that complaints of discrimination filed with the Commission are investigated in an efficient and timely manner consistent with the principles set out in the *Canadian Human Rights Act*. The branch is responsible for the development and implementation of policies and standards for all compliance activities. The branch is also responsible for conciliation, and for providing advice, assistance and direction to staff in equal pay and systemic discrimination complaints and adaptation plans. In addition, the branch plays a preventative role by providing advisory services to organizations coming under the jurisdiction of the Commission, in order to help them review and modify their systems and practices so that they comply with the Act.

Public Programs Branch

This branch is responsible for the statutory requirements to develop and implement information training and consultative programs designed to increase public understanding of the Commission and compliance with the Act and its principles. The branch is comprised of Program Analysis and Development, responsible for undertaking long-term planning and development of services and resources needed by the Commission's clients; Information and Production, responsible for the overall co-ordination of the Commission's public affairs, for the production of various informational material for the Commission's clients and for the maintenance of the Commission's library; and Program Delivery, responsible for providing such services as information sessions, workshops and seminars.

Administration, Finance and Personnel Branch

This branch provides all administrative support services such as finance, personnel, Tribunal secretariat, accommodation, records management and materiel management.

Classes of Records

HRC/LEG-005
Legal Matters
Description: Information on the administration of legal matters, regulations and guidelines established for operational purposes; legal research on various subjects. *Topics:* Regulations and guidelines as identified under Laws and Regulations above, legal research on issues such as jurisdiction, judicial review, remedies, evidence, primacy; legal opinions by ground of discrimination. *Retrievability:* Files arranged by subject. *Storage Medium:* Paper.

HRC/RPB-010
Research and Policy
Description: Reports by CHRC researchers and by contract organizations, survey questionnaires and data, background materials and policy analysis in human rights. *Topics:* Surveys, research — various grounds of discrimination; discriminatory practices; international organizations and foreign governments; federal interdepartmental committees; provincial governments; relevant correspondence. *Retrievability:* Files arranged by report title or subject matter.

HRC/CCB-015
Human Rights/Discrimination/Amendments
Description: Information on human rights and discrimination of a general nature; *Canadian Human Rights Act* amendments; committees; conferences. *Topics:* Human rights — general; discrimination — general; *Canadian Human Rights Act* amendments — general, government and non-government organizations, accessibility standards, adaptation plans; committees — general, government and non-government organizations; conferences. *Retrievability:* Files arranged by subject or organization.

HRC/CCB-020
Employment Systems
Description: Documentation, correspondence and information on the employment policies and practices of federally regulated and provincially regulated employers; also CHRC policies on the application of the *Canadian Human Rights Act* to employment policies and practices (i.e. employment systems). *Topics:* Policies and procedures — employment systems; employment systems — federal departments, crown corporations and agencies, chartered banks, communication organizations, land transportation organizations, air transportation organizations, navigation organizations, manufacturing industries, employee associations, provincially regulated employers. *Retrievability:* Files arranged by organization.

HRC/CCB-025
Special Programs and Arrangements
Description: Documentation, correspondence and information on special programs, plans or arrangements undertaken by federally regulated employers or service providers; also CHRC policies on the application of the *Canadian Human Rights Act* to special programs and arrangements. *Topics:* Policies and procedures — CHRC, provincial human rights commissions, foreign governments and agencies, contract compliance, consultants; special programs related to employment — studies and research, federal departments, crown corporations and agencies, chartered banks, communications organizations, land transportation organizations, air transportation organizations, navigation organizations, manufacturing industries, employee associations; special programs related to services — federal departments, crown corporations and agencies, chartered banks. *Retrievability:* Files arranged by organization.

HRC/PPB-030
Information and Production
Description: Information on the administration of the Commission's public affairs and relations. *Topics:* CHRC publications; advertising; displays, lectures and lecturers, conferences and other community activities; library services; miscellaneous enquiries; press clippings and press releases.

HRC/PPB-035
Program Delivery
Description: Information on contacts and activities with employers, unions and non-governmental organizations; education programs; community and outreach activities and CHRC meetings. *Topics:* Education programs; consulting activities; information programs. *Retrievability:* Files arranged by organization and project.

HRC/PPB-040
General Liaison
Description: Co-operative liaison on administrative and operational subject matters with various governments, agencies and institutions. *Topics:* Federal departments and agencies; international governmental organizations; provincial and territorial governments

and agencies; provincial human rights commissions; universities, colleges, schools and institutions. *Retrievability:* Files arranged by organization.

HRC/AFP-045
Administrative Services
Description: Correspondence, memoranda, reports, statistics on the general administration and operation of the Commission. *Topics:* Associations, directives committees, conferences and meetings, records of proceedings, management systems, records management, security, accommodation, office equipment and supplies, maintenance and repairs.

HRC/AFP-050
Financial Services
Description: Correspondence, memoranda, reports, statistics on the financial management of all programs and activities within the Commission. *Topics:* Accounts, audits, budget, contracts, hospitality, grants, signing authorities, travel.

HRC/AFP-055
Personnel Services
Description: Correspondence, memoranda, reports, statistics on the general personnel management activities within the Commission. *Topics:* Appointments, official languages, classificiation, employment and staffing, health/medical services, insurance, resource planning, salaries/wages, superannuation/pension plans, staff relations, training/development.

Deleted Classes of Records

The following Class of Records has been deleted because the information is contained in the Personal Information Index:

HRC/AFP-060 Tribunal Secretariat

CANADIAN IMPORT TRIBUNAL

Chapter 21

CANADIAN IMPORT TRIBUNAL

CANADIAN IMPORT TRIBUNAL
(CIT)

CHAIRMAN

VICE CHAIRMAN

SECRETARY

005 Case Files
010 Legislative Files

ACCESS TO INFORMATION
CO-ORDINATOR
CANADIAN IMPORT TRIBUNAL
19th FLOOR
JOURNAL TOWER SOUTH
365 LAURIER STREET WEST
OTTAWA, ONTARIO
K1A 0G5

CANADIAN IMPORT TRIBUNAL

Background

The Canadian Import Tribunal was established under, and derives its authority from, the *Special Import Measures Act (SIMA)*. The Tribunal's main function is to inquire as to whether imports into Canada are causing material injury or retardation to Canadian industry. The Tribunal's inquiries result in the issuance of findings or reports. Findings of material injury establish the basis under which anti-dumping or countervailing duties are levied. Reports assist the government in determining whether safeguard action should be taken respecting other imports.

SIMA came into force on December 1, 1984, and replaced the 1969 *Anti-dumping Act*. SIMA modernized and streamlined previous anti-dumping and countervailing legislation and brought it in line with Canada's international obligations under the General Agreement on Trades and Tariffs (GATT) Anti-Dumping Code and Subsidies and Countervailing Duties Code. These agreements were negotiated under the auspices of the GATT "Tokyo Round" of multinational tariff negotiations and signed by Canada in 1979. The prime purpose of SIMA is to protect Canadian industry from unfair import competition.

The Tribunal, an independent agency located in Ottawa, conducts several types of proceedings generally in a quasi-judicial fashion. The Tribunal consists of five regular members, to which may be added up to five temporary members. It has a secretariat which provides support services, and a research unit which conducts economic studies. In conducting its inquiries and arriving at its decisions, the Tribunal requests information from interested parties, receives representations, hears evidence and holds public hearings. Although hearings are normally held in Ottawa, they may be held anywhere in Canada.

Overall Responsibilities

The Deputy Minister of National Revenue for Customs and Excise is responsible for several activities under SIMA. These include: receiving from domestic industry complaints of alleged injury to Canadian production from dumped or subsidized imports; conducting investigations to determine the existence of dumping or subsidization; accepting undertakings from exporters; and also levying anti-dumping and countervailing duties where appropriate. Reference to SIMA should be made for further information regarding the Deputy Minister's role under the Act.

The Tribunal conducts different types of proceedings under SIMA which are summarized as follows:

- Advice to the Deputy Minister (sections 33, 34, 35 and 37 of the Act) — When the Deputy Minister decides not to proceed with a dumping or subsidization investigation because the evidence does not disclose, to his satisfaction, a reasonable indication of material injury or retardation, the Deputy Minister or the complainant, under section 33(2) of the Act, may refer this question to the Tribunal. The Tribunal's advice as to whether the evidence before the Deputy Minister discloses a reasonable indication of material injury or retardation is conclusive. If the Tribunal's advice is that the evidence discloses a reasonable indication of material injury, then the Deputy Minister must proceed with the investigation.

  Where investigations have been initiated by the Deputy Minister, the exporter, importer or government of the country of export may refer to the Tribunal, under section 34(b) of the Act, the question as to whether the evidence before the Deputy Minister discloses a reasonable indication of material injury or retardation. This is done in an attempt to terminate proceedings at the investigation stage. Here again, the Tribunal's advice on the question is conclusive and determines whether the investigation continues or not.

  There are also provisions in section 35 of the Act for similar references and advice where the Deputy Minister, after initiating an investigation, concludes that the evidence does not disclose a reasonable indication of material injury.
- Material Injury Inquiries (section 42 of the Act) — These are economic inquiries involving the examination of a wide variety of factors and the formulation of findings by the Tribunal as to whether the importation of dumped or subsidized goods is materially injurious to Canadian producers of like goods. Findings of the Tribunal that such imports are the cause of material injury result in the imposition of anti-dumping or countervailing duties. In addition, pursuant to section 45 of SIMA, the Tribunal must report to the Minister of Finance if it is of the opinion that the imposition of duties in full or in partial amount would not or might not be in the public interest.
- Report to the Governor in Council (section 48 of the Act) — The Tribunal is asked to inquire into and report on matters referred to it by the Governor in Council. These inquiries are generally more extensive and far-ranging than injury inquiries. Services as well as goods may be included in this type of inquiry.
- Reviews of Prior Material Injury Findings (section 76 of the Act) — The Tribunal may, on its own initiative or at the request of the Deputy Minister or any person or government, review its prior findings and may rehear any matter in this process. In addition, the Tribunal may review any findings of material injury made under the *Anti-dumping Act* and still in effect at the time of the proclamation into force of SIMA.
- Importer Ruling (section 89 of the Act) and Reconsideration of Finding (section 91(1)(g) of the Act) — The Tribunal may be asked to rule on the question as to which of two or more persons is the importer in Canada of goods on which anti-dumping or countervailing duty is or may be payable. Also, the Tribunal may reconsider any finding it has made when its ruling as to who is the importer identifies a person other than the one specified by the Deputy Minister.

The *Special Import Measures Act*, the Regulations, and the Rules should be consulted for the purpose of interpreting and applying the law.

Section 75(3) of the Act imposes an obligation on the Tribunal to maintain as confidential any evidence or information that is by its nature confidential. As a result, all information on record of a case is classified as either public or confidential. Only authorized counsel, upon giving a formal undertaking of confidentiality, have access to confidential information, and only during the course of the enquiry.

Publications

Manuals

- Canadian Import Tribunal Rules of Procedure

Access Procedures

Please address all requests for formal access to

Chief, Administration and Assistant Secretary
Canadian Import Tribunal
19th Floor — Journal Tower South
365 Laurier Avenue West
Ottawa, Ontario
K1A 0G5
Telephone: (613) 993-4601

Classes of Records

CIT/CIT-005
Case Files
Description: These case files contain marketing and financial information from Canadian manufacturers and importers. *Topics:*

Enquiries conducted under Section 42 of the *Special Import Measures Act;* reviews of Tribunal findings conducted under Section 76 of the Act; appeals filed under Section 28 of the *Federal Court Act* on specific Tribunal findings; Governor-in-Council orders conducted under Section 48 of the Act.

CIT/CIT-010

Legislative Files

Description: Files on different legislation. *Topics:* GATT agreement; US anti-dumping laws; European anti-dumping laws.

CANADIAN INSTITUTE FOR INTERNATIONAL PEACE AND SECURITY

Chapter 22

CANADIAN INSTITUTE FOR INTERNATIONAL PEACE AND SECURITY

Background

The *Canadian Institute for International Peace and Security Act* was proclaimed on 28 June 1984, taking full effect 1 October 1984.

Laws and Regulations

The Institute operates under the *Canadian Institute for International Peace and Security Act* and the *Financial Administration Act*.

Overall Responsibilities

The objective of the Institute is to foster, fund and conduct research on matters relating to international peace and security; promote scholarship in matters relating to international peace and security; study and propose ideas and policies for the enhancement of international peace and security; and collect and disseminate information on, and encourage public discussion of, issues of international peace and security.

Organization

The Board consists of the Chairman and up to 16 members including the Executive Director. The staff is divided into four divisions: Research, Public Programs, Information Systems and Administration.

Major Publications

The Institute Annual Report contains a list of publications issued by the Institute. For more information, please contact the Public Programs Section or write to

Canadian Institute for International Peace and Security
P.O. Box 3425, Station D
Ottawa, Ontario
K1P 6L4

Access Procedures

Requests should be addressed to

Access to Information and Privacy Co-ordinator
Canadian Institute for International Peace and Security
P.O. Box 3425, Station D
Ottawa, Ontario
K1P 6L4

Research Division

This division directs and conducts research on matters pertaining to international peace and security. It also supports the production of background papers and newsletters, and responds to enquiries from the public. The Institute also administers a research grant programm.

Public Programs

This division concerns itself with informing the non-expert public on issues of peace and security through publication of short papers and newsletters and also through organized workshops, conferences and seminars.

Information Systems

The Institute has started to build a collection of books, journals and materials which will eventually comprise a small in-house resource centre. The Library is also in the process of automating all of its systems.

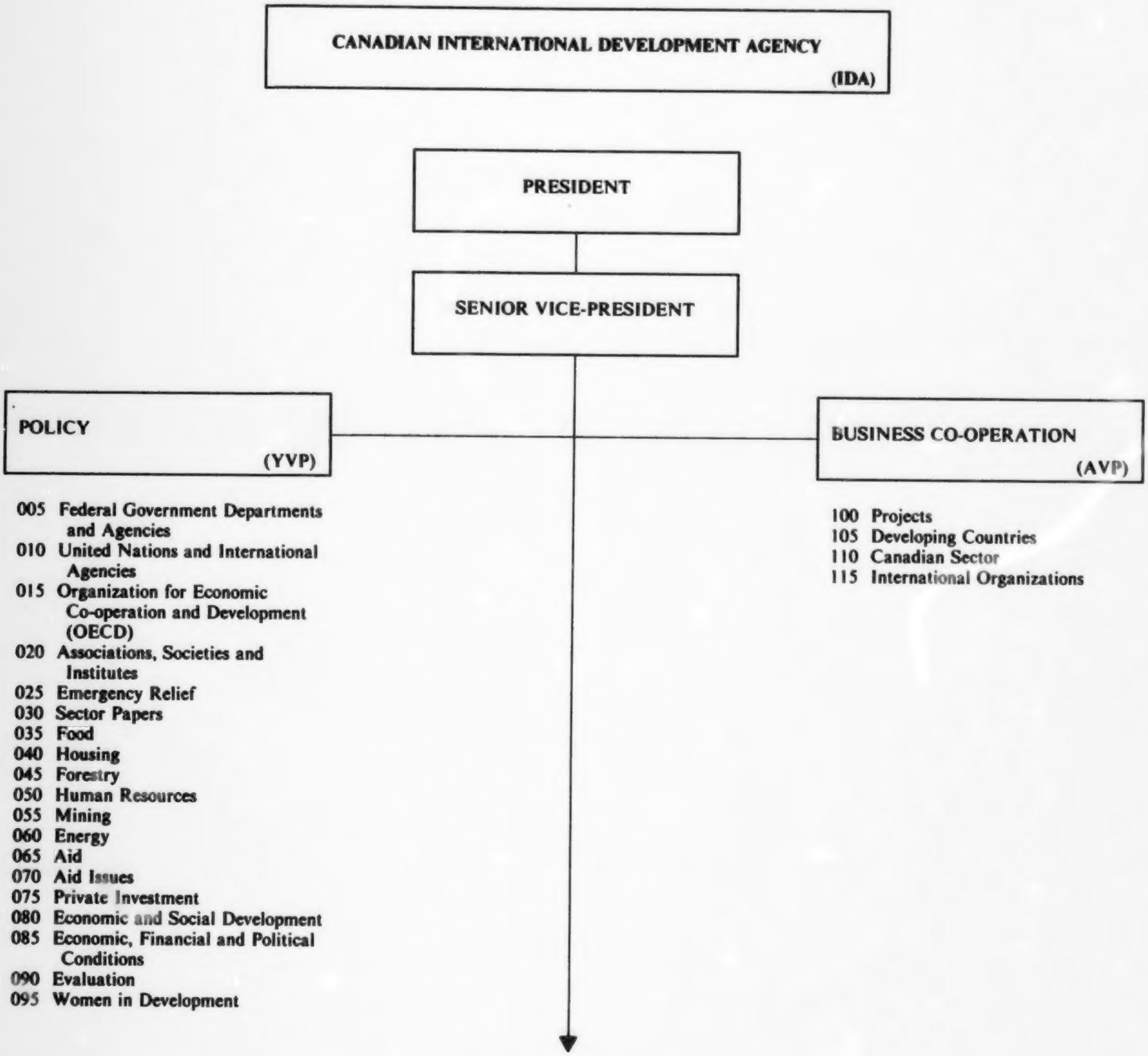
Administration

This division provides financial, personnel, administrative and secretarial services for the efficient operation of the Institute.

CANADIAN INTERNATIONAL DEVELOPMENT AGENCY

Chapter 23

CANADIAN INTERNATIONAL DEVELOPMENT AGENCY


CANADIAN INTERNATIONAL DEVELOPMENT AGENCY
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SENIOR VICE-PRESIDENT
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(YVP)
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ACCESS TO INFORMATION
CO-ORDINATOR
CANADIAN INTERNATIONAL
DEVELOPMENT AGENCY
PLACE DU CENTRE
200 PROMENADE DU PORTAGE
HULL, QUEBEC
K1A 0G4

CANADIAN INTERNATIONAL DEVELOPMENT AGENCY

Background

The Canadian International Development Agency (CIDA) plans, implements, administers and co-ordinates most of Canada's programs of official development assistance to countries in the Third World.

The multi-faceted nature of the problems of international development necessitate close collaboration with a wide range of partners in Canada and overseas. Since the development effort involves nearly all sectors of society, CIDA must draw on the expertise of many Canadian private firms, voluntary organizations, federal and provincial government departments, as well as the governments, institutions, and voluntary organizations of the developing countries themselves. In addition, the interdependence of development policies with other aspects of Canada's foreign policy requires on-going working relationships with such departments as External Affairs, Finance, and Treasury Board, with the Export Development Corporation, other aid-giving countries and the United Nations family of organizations as well as other multilateral agencies.

Laws and Regulations

CIDA is designated as a department for the purposes of the *Financial Administration Act* by Order-in-Council P.C. 1968–1960 of September 12, 1968. It acts under the sponsorship of the Secretary of State for External Affairs (SSEA). The authority of the SSEA and of CIDA for the International Development Assistance Program and related purposes is found in the new *Department of External Affairs Act*, in the Annual Appropriation Acts and in the *International Development (Financial Institutions) Continuing Assistance Act*.

Overall Responsibilities

The objectives of the International Development Assistance (IDA) program are (1) to facilitate the efforts of the peoples of developing countries to achieve self-sustainable economic and social development in accordance with their needs and environment by co-operating with them in development activities, and (2) to provide humanitarian assistance, thereby contributing to Canada's political and economic interest abroad in promoting social justice, international stability and long-term economic relationships for the benefit of the global community.

Organization

Program Organization for Delivery

The International Development Assistance Program is composed of three activities.

Country to Country Co-operation activity is the largest and is divided into four sub-activities. The Direct Country Assistance sub-activity involves assistance in the form of projects and programs provided by Canada on a government-to-government basis to selected developing countries and regional institutions in three geographic regions (Americas, Africa and Asia). Bilateral Food Aid covers the transfer of food stuffs on a country-to-country basis. Development Co-operation and Development Education includes support for the overseas development efforts of provincial governments, Canadian non-governmental organizations and institutions, and for programs to increase public participation in international development. Finally, Business Co-operation refers to the support provided by CIDA to the Canadian private sector to support the international development initiatives.

International Initiatives, the second largest activity, has five sub-activities. International Financial Institutions covers Canadian support for the various regional development banks such as the Asian Development Bank. The Multilateral Food Aid sub-activity includes food aid provided through international organizations as well as certain co-ordination and evaluation functions relating to all CIDA food aid. Multilateral Technical Co-operation refers to support for United Nations bodies actively engaged in international development and also includes contributions to selected Commonwealth, francophone and other multilateral organizations. International Humanitarian Assistance involves support for international institutions, non-governmental organizations, and governments responding to natural and man-made disasters. International Non-Governmental Organizations (INGO) provides for support to international non-governmental organizations, such as the International Planned Parenthood Federation, that are involved in development co-operation.

Corporate Services activity involves the provision of advisory and support services to CIDA in such areas as executive functions, management of the policy process, public affairs and personnel and financial services.

In the portfolio of External Affairs, the Secretary of State for External Affairs has the ultimate responsibility for the international dimensions of Canada's national interests and activities.

The Minister for External Relations has the primary responsibility for the Canadian International Development Agency and for international development issues in general. More specifically, the Minister for External Relations is responsible for francophone and anglophone Africa, the Caribbean region and the development institutions of the United Nations. The Minister has delegated authority with respect to the allocation of aid among economic sectors within an individual recipient country as well as project and contract approval within established authorities. In discharging these responsibilities, the Minister receives direct recommendations from the President of CIDA and the President's committee.

The Canadian International Development Agency is headed by a President who is a Deputy-Minister. With regards to the day-to-day management of the Agency, the President is assisted by a Senior Vice-President and a committee formed by the vice-presidents responsible for various programs and support services related to the Agency's work.

The orientation of the International Development Assistance Program is decided by Cabinet on the advice of the Secretary of State for External Affairs. The President of CIDA, after extensive consultations with other departments concerned, submits his/her recommendations to the Secretary of State for External Affairs in an annual strategic overview which, after the latter's approval, is submitted to Cabinet.

Access Procedures

Requests for information submitted under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator
Canadian International Development Agency
Place du Centre
200 Promenade du Portage
Hull, Québec
K1A 0G4
Telephone: (819)997-0964 / 997-1413
Telex: 053-4140

Policy Branch

The branch is responsible for the formulation of development policies and strategies in relation to the transfer of Canadian assistance to developing countries, the provision of continuing advice to ensure that these policies are relevant to conditions affecting the implementation of the IDA Program, and the design and review of evaluation methods and practices to maximize its effectiveness. It is comprised of three divisions: Policy Planning and Co-ordination, Policy Development and Research and Program Evaluation.

Manuals

- Project Evaluation — Perspective and Methodology
- Branch and Divisional Directives — describing operational procedures

Business Co-operation Branch

The branch co-ordinates and expands the Agency's working relations with the Canadian business community. The activity is designed to strengthen the Agency's program to assist the economic and social development of developing countries in the Third World. It will continue expanding CIDA's efforts to encourage the Canadian business community to increase investment in and development of the technological capacities of these countries, thus assisting the industrial and agricultural development and the creation of new employment in these countries.

Industrial Co-operation Division

The purpose of this division is to stimulate increased participation by Canada's private sector in the industrial development and growth of the Third World, and to do so through joint ventures and other forms of business initiatives beneficial both to developing countries and Canada.

Policy and Liaison

The purpose of this unit consists of formulating and co-ordinating policies as they relate to the Canadian business sector's participation in projects in developing countries, which fall within the development objectives of recipient countries.

Consultant Industrial Relations

The purpose of this unit consists of establishing and maintaining effective contacts with individual Canadian firms operating in various industrial sectors to assist their interface with CIDA.

Systems and Operations

The purpose of this unit consists of planning, developing, maintaining and evaluating the systems related to the operations of the Business Co-operation Branch.

Multilateral Programs

Through multilateral assistance, Canada joins with other donor nations to provide development assistance that is beyond the scope of individual donor countries. CIDA funds for multilateral programs are channeled through United Nations agencies and other international development organizations. In addition, CIDA and the Department of Finance provide funds to international financial institutions such as the regional development banks and the World Bank.

Most of these organizations operate a variety of programs, so that CIDA contributes to some 65 programs in all. While the organizations are responsible for the administration of projects, Canada participates in their governing bodies to ensure that the organizations are operating within appropriate policy and operational guidelines, and that they meet Canada's interests and those of the international community as a whole.

The Multilateral Branch is composed of four divisions: Multilateral Technical Co-operation, Food Aid Co-ordination and Evaluation Centre, Financial Institutions and International Humanitarian Assistance.

Multilateral Technical Co-operation

The division funds some 35 international programs engaged in a wide variety of development-related areas, particularly technical co-operation in key areas such as human resource development, agricultural research, health, population, and women in development. In addition to the development programs in the United Nations family (eg: UNDP, UNICEF, UNFPA), programs related to the Commonwealth, the *Agence de co-opération culturelle et technique*, and the Consultative Group for International Agricultural Research are also administered by the division.

Manuals

- Program Memory
- Multilateral Programmes Reviews
- Institutional Appraisals
- Multilateral Management Systems Manual
- Disbursement Plan
- Criteria, Terms and Conditions
- Grants and Contributions

Food Aid Co-ordination and Evaluation Centre (FACE)

The centre is responsible for the overall CIDA food aid program. It thus participates in the food aid program cycle and allocation process as well as in the preparation and processing of all submissions seeking approval for food aid projects; co-ordinates the planning of food aid activities in consultation with operating branches; initiates discussions on and participates in the process of food aid budget reallocations, as and when necessary, during the course of the fiscal year, in consultation with operating branches; serves as a co-ordinating centre within CIDA for policy and program discussions concerning food aid, with Treasury Board, the Department of External Affairs, Agriculture Canada, the Department of Finance, the World Food Program, the Canadian Wheat Board, the Canadian Dairy Commission, the Fish Marketing Board and food producers and processors. The centre also acts as team leader on the Food Aid Program Team and its core groups.

Manuals

- Food and Agricultural Organization (FAO) Reports

Financial Institutions Division

The division develops and maintains the international financial institutions as mechanisms for development financing. It provides guarantees (i.e., recallable capital) to facilitate the recycling of private capital resources for development financing, and in so doing multiplies the availability of such financing. The funds are provided to regional development banks for use in their first and second windows as well as for technical assistance purposes. The division also actively participates with other departments in the management of Canadian assistance provided through the Department of Finance to the World Bank Group. It ensures that the international financial institutions (IFIs) are managed in a manner which maintains their creditworthiness in the international capital markets. The division promotes policies within the IFIs which are consistent with the developmental and humanitarian principles of Canadian foreign policy.

International Humanitarian Assistance Program (IHA)

Under this program, Canada provides financial support for efforts to alleviate human suffering caused by natural and man-made disasters abroad. This assistance is normally channelled through international institutions and Canadian and international non-governmental organizations involved in such work. This is a reflection of Canada's desire to participate in a collective international effort. Canada may sometimes provide goods and Services directly as an emergency response to a major natural disaster.

Funds are given in support of the regular programs of three major institutions: United Nations High Commissioner for Refugees (UNHCR), United Nations Relief and Works Agency for Palestinian Refugees (UNRWA), and the International Committee of the Red Cross (ICRC). Funds are also given in support of special country appeals or for projects launched by the above and other humanitarian institutions. To ensure the flexibility needed by an emergency response mechanism, a policy of providing largely untied IHA program grants and contribution is maintained.

Manuals

- Handbook 10 — Multilateral Programmes
- Procedures Manual — IHA
- Humanitarian Assistance Policy: A Framework for Response to Natural and Man-Made Disasters
- Guidelines for IHA Programme Support of NGO Humanitarian Assistance Activities
- Institutional Appraisals
- Project/Programme Evaluations
- Criteria, Terms and Conditions applicable in the field of Humanitarian Assistance

Special Programs Branch

This Branch includes the Programming, Planning and Evaluation Division, the Non-Governmental Organizations Division (NGO), Institutional Co-operation and Development Services Division (ICDS), International NGO Division (INGO), the Public Participation Program (PPP), Management for Change Program (MFC).

Manuals

- Operations Handbook 13 and Divisional Guidelines

Programming, Planning and Evaluation Division

This Division participates in the strategic overview, program reviews, the Agency's work plan and the multi-year operational plan, and co-ordinates the Branch's programs of assistance with the activities of other CIDA units. It also co-ordinates country focus activities by non-governmental organizations, institutions and area branches of CIDA. As well, the Division establishes policies and plans to assist the vice-president in the management of operations, manages Branch audit and evaluation operations and establishes and maintains Branch information systems.

Non-governmental Organizations Division

This Division makes matching contributions for international development projects/programs by Canadian non-governmental organizations (NGOs), religious groups, development agencies, service clubs, women's organizations and youth associations. The purpose of the NGO program is to encourage and support the grassroots development work of Canadian NGO's and their Third World counterparts.

Systems and Food Aid

The Voluntary Agricultural Development Assistance (VADA) program supports the initiatives of provincial governments and Canadian NGOs which seek to increase agricultural production and increase food security in developing countries. It also makes contributions to NGOs which deliver (shipping and transportation) food aid and commodities (powdered milk and grains, etc.) to areas in need.

Institutional Co-operation and Development Services Division

This Division contributes to the programs of non-governmental organizations sending volunteers overseas, international community exchange programs, educational institutions, co-operatives, unions and professional associations.

Educational Institutions Program

This Program promotes the efforts of Canadian educational institutions in co-operating with counterpart institutions in developing countries to improve their curricula and provide staff development. It also provides for international co-operation between universities and colleges in technical, vocational and scientific sectors.

Development Services Program (DSP) and Co-operatives, Unions and Professional Associations Programs

These programs assist non-profit organizations which send Canadian professionals and technicians abroad for medium and long-term periods, and provide funds for organizations which implement community and cultural exchange programs. They support co-operation between Canadian co-operatives, savings and loan companies, labour organizations and professional associations in establishing ties and sharing knowledge with similar groups in developing countries.

International NGO Programs Division

This Division supports the activities of non-governmental organizations which are of international scope.

Public Participation Program

This Program supports non-governmental activities designed to make the Canadian public aware of the isssues and problems of developing countries with a view to promoting participation.

Management for Change Program

This Program stimulates and supports innovative ways to help senior executives in developing countries improve their managerial capabilities and adapt to changing conditions and needs. It also supports regional co-operation between developing countries, and promotes co-operative activities between senior managers in Canada and developing countries that enable them to share experiences and explore new approaches to management problems.

Asia Branch

The principal objective of the Asia Branch is to plan, develop and implement Canada's aid program to some eight countries of concentration and fourteen other countries within Asia and to integrate Canadian development activities within these countries.

Under the direction of the vice-president, the Asia Branch is composed of eight program units: Asian Regional Program; India/Nepal; Pakistan; Indonesia; Peoples' Republic of China; Thailand; Bangladesh; Sri Lanka. Each unit is responsible for the management of aid programs to recipient countries as well as the relationship of these programs to Canadian interests.

The program is composed of projects throughout Asia under the management of contractors, consultants and individual co-operants. Increasing use is made of non-governmental organizations and institutions implementing grassroots activity for social and human resource development. There are approximately 230 ongoing projects primarily concentrated in the agriculture, rural development, energy, human resource development, and social development sectors at various stages of development.

Americas Branch

In January 1979 the Latin American and Commonwealth Caribbean programs were grouped in the newly constituted Americas Branch. The administrative regrouping makes it possible to take the whole continent into account when formulating a development strategy for the region's developing countries, which face five major problems: poor distribution of income; low agricultural productivity; rapid urbanization; acute unemployment; and increasing debt, largely the result of oil price increases and declining trade. Despite their merger, the two programs are distinct in structure and evolution.

Latin American Region

The Agency's program in Latin America focuses mainly on energy, forestry, food and agriculture, transportation, and the development of human and institutional resources. Programs of social development through non-governmental institutions and organizations aim at improving the standard of living of the most disadvantaged people, especially in the areas of health and nutrition. With the exception of Venezuela and Cuba, CIDA provides support to local initiatives through mission-administered funds (MAF), non-governmental organizations (NGOs) and industrial co-operation in all countries of the region.

Commonwealth Caribbean Region

The primary objective of Canadian bilateral assistance to the Caribbean is to encourage economic growth and stability. Food production, energy generation, and response to increasing balance of payments and human resource constraints are of critical concern. The bilateral program has thus focussed on the agriculture (including forestry and fisheries), public services, transportation, education, and energy sectors. In 1978, under the auspices of the World Bank, a mechanism was set up known as the Caribbean Group for Co-operation in Economic Development (CGCED). It comprises recipients, donors and multilateral institutions and serves as a consultative group on long-term economic development in the region. CIDA provides support to local initiatives through Mission Administered Funds (MAF), NGOs and institutional co-operation in Commonwealth Caribbean countries. Under the Joint Trade and Economic Agreement, CIDA also has a program of industrial co-operation to promote private sector development in the region.

Anglophone Africa Branch

The anglophone Africa program at CIDA covers 28 African countries, ranging from the largest on the continent (Sudan), and the most populous (Nigeria), to a number of micro-states with populations of less than one million. Living conditions are difficult in most of these countries, as reflected by the low average annual gross national product of $300 per capita, an adult literacy rate of only 38 per cent and a life expectancy of 47 years.

To date, the major sectors of involvement have been energy, transportation human resource development and agriculture. Two trends have become apparent during the past few years. The first is an increasing emphasis on projects directed to the agricultural sector, particularly ones which will support food production. Approximately 35 per cent of bilateral assistance is now disbursed on agriculture and rural development projects. The second trend is a greater use of economic support mechanisms such as lines of credit and commodity grants. Under these mechanisms, priority is given to the provisions of goods and services which will improve the use of existing infrastructure, production facilities and essential social services.

The major recipients of Canadian assistance are Egypt, Ghana, Kenya, Tanzania, Zambia and Zimbabwe. Most of this assistance is provided in the form of contributions.

Francophone Africa Branch

Canada has been increasing its assistance to the most disadvantaged countries and peoples in francophone Africa. In the Sahel, substantial assistance has been provided to promote the development of agriculture and hydraulics at the village level, and furthermore, to end the isolation of countries, and areas within countries, through the construction of roads and railways. Canada is involved in the Panafrican Telecommunications Network (PANAFTEL). In Mali and Burkina Faso it participates in the financing of hydro-electric infrastructures. The last program review of CIDA (1984) identified as a main objective the establishment of a new socio-ecological balance in the Sahel with a view to ending the desertification process. For this purpose, projects are being implemented following three priority themes: food balance, stabilization of vegetation cover and energy development. In addition, the transfer of resources and industrial co-operation with middle-income countries has been increasing. Overall, the transportation, agricultural, education, public services (hydroelectricity and energy generally) and communications sectors have received most of the funding.

Operations Services Branch

The branch provides services to the Agency in general, and the four geographic branches, in particular in the areas of program co-ordination, systems, development of operational policies and procedures, contracting, procurement, and human resources development (recruitment, briefing and training).

The branch is also responsible for the corporate planning and management systems common to the four geographic programmes, i.e. bilateral programs. This function includes management of the bilateral planning and financial cycle, responsibility for developing guidelines related directly to management of the bilateral program, and a catalytic role in stimulating innovations and improvements in program and project planning and management.

The branch currently consists of four separate divisions: Contracts Division; Procurement Division; Technical Co-operation Division; Area Co-ordination Group — Programming and Planning, and Systems and Operations.

Contracts Division

The division is responsible for the development, implementation and monitoring of contractual policies, procedures and standards for services contracts, and related liaison with the Treasury Board Secretariat and other government departments. It is also responsible for advising and assisting project teams on services contract negotiations and for the negotiation of major contracts on behalf of the area branches as requested, and is responsible for the preparation of all services contracts and related documents. Other responsibilities include entering and updating all data dealing with service contracts in AIDIS.

Procurement Division (IDA-RMD)

This Division provides expertise and services required by client branches to plan, administer, monitor and control procurement activities associated with aid programs and projects, including food aid programs and procurement of goods required urgently. It ensures the application and interpretation of relevant procurement policies and procedures, establishes material and equipment specifications, provides expertise with respect to transportation and logistics and monitors the performance, as to quality, quantity and scheduling, of the Department of Supply and Services or any other procurement agency.

Policy and Systems Section

This Section is responsible for ensuring procurement process improvement through identification, review of policies and procedures, co-ordination of procurement strategies, preparation and co-ordination of a training plan. It co-ordinates liaison with other divisions and organizations regarding procurement policies and practices, and develops and implements systems related to procurement activities.

Transport and Food Aid Section

This Section provides the expertise and services required for transportation, logistical aspects and all the expertise and services necessary for procurement of the food aid program (multilateral, bilateral and NGO), and for the other multilateral programs (emergency aid) as required.

Procurement Operations Section

This Section constitutes the principal link and contact between the area branches and the Procurement Division. It provides advice and assistance to the bilateral geographic branches on matters of procurement planning, administration monitoring and control within aid programs and projects. It administers and manages, on request, the commodity grants and lines of credit on behalf of the Project Team Leader, and supervises and controls for the client branches the procurement management of projects conducted by the recipient countries or their agents through monitoring.

Equipment Section

This Section provides advice and assistance to client branches on specifications for free standing equipment and on its deployment and use. In addition, the Section supports client branches by providing expertise in the areas of long term maintenance, quality assurance, and Canadian content.

Manuals

- Mandate, Responsibilities and Structure of the Division
- Handbook 8, chapters 50 and 51
- Guidelines on Procurement for Canadian Executing Agencies

Technical Co-operation Division

The Division provides technical co-operation advisory and support services to the CIDA project staff and Canadian agencies implementing technical assistance projects. These services include operational support for the selection, recruitment, briefing and debriefing of the co-operants and Canadians serving with executing agencies. Trainees and awards responsibilities include the briefing/debriefing of trainees, implementation of the CIDA Awards Program for Canadians; the Commonwealth Scholarship and Fellowship Program and the CIDA Natural Sciences and Engineering Research Council Research Associateship Program, administration through executing agencies of United Nations Fellows in Canada and bilateral trainees. The Division is also responsible for the development of operational policy for technical co-operation, and the development and maintenance of a corporate data base for technical co-operation. The Division also prepares pre-departure and in-country briefing for co-operants. It holds documents on the transfer and skills and knowledge, adaptation and effective communication in a foreign country; pre-departure and pre-return documentation, to meet the needs of Canadians working with CIDA.

Manuals

- Handbook for Scholars and Fellows
- Handbook for Co-operants
- CIDA Co-ordinators Manual
- CIDA Awards offered to Canadians

Area Co-ordination Group (ACG)

This group is composed of two divisions (Programming and Planning; and Systems and Operations) whose activities relate to co-ordination of corporate activities and management improvement initiatives, mainly for the geographic programs. Its responsibilities include the development, updating and communicating of operational policies and procedures and their integration into corporate training plans and terms of reference for executing agencies.

As a general rule, the Area Co-ordination Group (ACG) holds documentation only in support of ongoing policy work, the end-products of which are published as guidelines and/or amendments to the CIDA Handbook on Bilateral Programs.

Main files on operational matters where ACG is involved are generally under the responsibility of other branches except for ongoing activities, such as those listed in the Classes of Records section.

Professional Services Branch

The branch provides professional and technical services to the Multilateral Programs and Special Programs Branches and, particularly to the area branches in the planning and implementation of CIDA aid programs and projects, through an analysis of the Canadian industrial and professional resource base. It also develops and updates, in co-operation with the Policy Branch, the sectoral policies for the orientation of these programs and projects. Finally, it monitors projects to ensure that the technical quality or work being performed by Canadian consultants, contractors and technical assistants meets a high standard of proficiency, and that these services are dispensed economically. It also plans the development of sectoral expertise with a geographic focus, in support of the geographic divisions, within agreed upon concepts.

The branch comprises five divisions: Infrastructure, Natural Resources, Social Development, Programming and Systems, and Consultant Selection Secretariat.

Infrastructure Division

The division provides advice and related technical services in policy formulation and in the identification, planning, implementation and operation of projects in transportation, energy, water supply and sanitation, architecture, large-scale civil construction, and telecommunications, including associated studies on viability and operational feasibility training and institutional development.

Natural Resources Division

The division provides advice and related technical services in the identification, planning and implementation of programs and projects in agriculture, forestry, mining, fisheries, industrial development and resource inventories.

Social Development Division

The division provides advice and related technical services in the identification, planning and implementation of projects in education, development communication, health and population, human settlements, institutional support, social sciences and integration of women in development.

Programming and Systems Division

The division ensures the programming of branch activities and defines the systems and procedures supporting their implementation. It provides professional and administrative support services for the management of branch budgets and administration in general. It also manages work assignment procedures as well as files on service requests received in the branch.

Consultant Selection Secretariat

The secretariat carries out the selection of consultants, individuals, firms, institutions, contractors and trading houses required in the planning and implementation of CIDA aid or in-house projects, and maintains an appropriate data bank.

Classes of Records

IDA/YVP-005
Federal Government Departments and Agencies
Description: Information on all Canadian government departments and agencies. *Topics:* Committees; councils; boards; conferences; joint programs; agreements; Canadian development assistance ventures.

IDA/YVP-010
United Nations and International Agencies
Description: Information on positions adopted on aid issues, trends, development questions. *Topics:* Development banks; international agencies; regional institutions and associations; policies, programs, documents of organizational activities; intergovernmental organizations; General Assembly, trade agreements committees, groups, conferences, Development Decade.

IDA/YVP-015
Organization for Economic Co-operation and Development (OECD)
Description: Information on studies, positions and decisions of the various committees of OECD. *Topics:* Committees, groups, councils, meetings, documents of activities, reports and statistics; aid review — ODA Programs.

IDA/YVP-020
Associations, Societies and Institutes
Description: Information on the functions of all major Canadian and international organizations concerned with development and aid issues that have dealings with CIDA.

IDA/YVP-025
Emergency Relief
Description: Information on political, economic, management and social aspects of international emergency relief. *Topics:* Organizations; emergency relief (by country). *Retrievability:* Files arranged by country and institution.

IDA/YVP-030
Sector Papers
Description: Policy and questions concerning economic and social development within and among economic sectors. *Topics:* Agriculture and food production; education; health; fisheries; mining; population; transportation; telecommunications; energy; tourism; forestry; regional integration; environment; industry; housing; urban development; immigration.

IDA/YVP-035
Food
Description: Information on policy aspects of the production, transportation, storage, marketing and consumption of food. *Topics:* Food technology; food storage and warning system; food aid consultation; edible protein.

IDA/YVP-040
Housing
Description: Information on housing. *Topics:* Mobile homes; emergency shelters; low-cost houses.

IDA/YVP-045
Forestry
Description: Information on the development and management of forests resources. *Topics:* Education and training; meetings with deans of faculties of forestry; proposed national air tanker fleets; resource development forestry.

IDA/YVP-050
Human Resources
Description: Information on human resources. *Topics:* Brain drain; management for change program; education and training; special services; engineering programs; francophone programs; education and health programs; national resources programs; administration programs; research and development; family planning and population control; manpower and refugees.

IDA/YVP-055
Mining
Description: Information on the development and management of mineral resources.

IDA/YVP-060
Energy
Description: Information on the sources, development, production and consumption of energy.

IDA/YVP-065
Aid
Description: Information on the extent and nature of international development assistance provided by donors and received by recipient countries, including institutional transfer mechanisms. *Topics:* Strategies and theories of development; economic, technical, financial, management, evaluations and social aspects of aid.

IDA/YVP-070
Aid Issues
Description: Statistical data and relevant information on aid issues that are part of Official Development Assistance. *Topics:* Aid mechanisms; volume; terms and conditions; eligibility allocation; special categories of less developed countries (LDCs).

IDA/YVP-075
Private Investment
Description: Information on international joint ventures, regional investment, development banks and institutions, specialized agencies of the United Nations, international and national organizations and conferences.

IDA/YVP-080
Economic and Social Development
Description: Information on Third World and general project planning.

IDA/YVP-085
Economic, Financial and Political Conditions
Description: Information on trends and developments in economic, financial and political conditions in foreign countries and their

relations with other countries that are likely to affect their views on international development co-operation policies and programs. *Topics:* Role of private and public sectors; domestic production and consumption; foreign trade and investment; population resources; elections, political parties and personalities; government organization.

IDA/YVP-090
Evaluation
Description: Corporate evaluation of CIDA programs. Corporate evaluation supports the Agency's corporate policy and decision making by providing relevant and objective evidence on the results and effectiveness of the Agency's programs. Corporate evaluation deals with three types of programs or program components: major CIDA programs (e.g. Non-Governmental Organisations, Industrial Co-operation, Multilateral Technical Co-operation); major development sectors (e.g. agricultural, energy, transportation, human resources development); major aid instruments (e.g. lines of credit).

IDA/YVP-095
Women in Development
Description: The CIDA policy is founded on the recognition that development must involve both women and men in order to be effective and that women are, in fact, an integral part of the development process. The challenge is to ensure that development intervention impacts on women as positively as possible and that women are able to have a positive impact on development. CIDA undertakes to ensure that the full range of its development assistance will contribute substantively to the realization of the full potential of women as agents and beneficiaires of the development process. In applying this goal, CIDA recognizes that development assistance must be responsive to the priorities of individual development partners, many of whom have accepted committments to the rights of women to participate in and benefit from the process of development.

IDA/AVP-100
Projects
Description: Information on specific projects as proposed and undertaken by applicant companies.

IDA/AVP-105
Developing Countries
Description: Information on countries served by the Industrial Co-operation Program.

IDA/AVP-110
Canadian Sector
Description: Information on Canadian private sector organizations, with the Industrial Co-operation Program.

IDA/AVP-115
International Organizations
Description: Information on international financing institutions, aid agencies and regional institutions.

IDA/MVP-120
United Nations and International Agencies
Description: Information on Canada's funding and administration of the development programs of the United Nations, of the Commonwealth, programs related to the *Agence de co-opération culturelle et technique*, international agricultural research centres, as well as funding of the UN Education and Training Program for Southern Africans and the UN Fund for Namibia.

IDA/MVP-125
Conferences
Description: Information on annual and special-purpose international meetings in which Canada was a participant.

IDA/MVP-130
Private Investments and Incentives
Description: Information on Canada's participation in international meetings aimed at developing incentives for industry and labour to invest in underdeveloped countries. *Topics:* Canadian and international companies and corporations.

IDA/MVP-135
Associations, Societies and Institutes
Description: Information on CIDA participation in or relations with voluntary and non-government Canadian and international associations, societies and institutes.

IDA/MVP-140
Committees
Description: Information on Canadian participation in international committees for the pursuit of Canadian foreign policy. *Topics:* Federal interdepartmental committees; federal-provincial committees; international committees; UN committees.

IDA/MVP-145
Commonwealth Countries
Description: Information on Canada's funding and administration of Commonwealth programs as well as participation in meetings of heads of government, Commonwealth finance ministers, boards of representatives of Commonwealth Fund and the Commonwealth Working Group of the Common Fund. *Topics:* Commonwealth countries; Organization of Commonwealth countries — colleges, schools universities and churches.

IDA/MVP-150
Family Planning and Population Control
Description: Information on Canada's policy on general population matters. *Topics:* Human resources, research and development; family planning and population control.

IDA/MVP-155
Consultative Group on International Agricultural Research (CGIAR)
Description: Information on meetings concerning policy and overall financial support for the international agricultural research centres supported by the CGIAR. *Topics:* Annual Centres Week, technical assistance meetings and reports; economic and social development; farm cropping systems; agricultural research.

IDA/MVP-160
Producer Groups — Food and Commodities
Description: Information on producer's groups supplying processed and unprocessed commodities to Canada's Food Aid Program. *Topics:* Canadian Dairy Commission; Canadian Flour Millers' Association; Canadian International Grain Institute; Canadian National Millers' Associations; Canadian Wheat Board; Canola Crushers of Western Canada; Association of Bean Growers; Ontario Producers.

IDA/MVP-165
Countries Receiving Food Aid
Description: Information on countries receiving Canadian bilateral and multilateral food aid. *Topics:* Bangladesh; Dominica; Egypt; Ethiopia; Ghana; Haiti; India; Jamaica; Kampuchea; Kenya; Laos; Mali; Mauritania; Mozambique; Nepal; Nicaragua; Pakistan; Portugal; Rwanda; Sahel; Senegal; Somalia; Sri Lanka; Sudan; Tanzania; Tunisia; Turkey; Uganda; Vietnam; Zaire. Complete list is available on request. Zambia; Zimbabwe.

IDA/MVP-170
Food Aid Commodities Basket
Description: Information on food aid commodities supplied by Canada in Canadian Food Aid Program. *Topics:* Commodities: dried

eggs; fish; skim milk powder; vegetable oil and oilseeds; wheat; wheat flour; beans; dehydrated potatoes.

IDA/MVP-175
Other International Food and Agricultural Organizations
Description: Information on international organizations with an interest in food aid. *Topics:* Food and Agricultural Organization (FAO); World Food Council (WFC); International Food Policy Research Institute (IFPRI); Organization for Economic Co-operation and Development (OECD); United Nations Relief and Works Agency (UNRWA) — Palestinian refugees, World Food Program.

IDA/MVP-180
Canadian Food Aid Policy and Programs
Description: Information on the policy of CIDA and other government policies related to the Canadian food aid policy. *Topics:* Budget; distribution channels; procurement; Multi-Year Operational Plan (MYOP); main estimates; country eligibility; evaluation; food aid agency policy.

IDA/MVP-185
World Food Program (WFP)
Description: Information on the policies and programs of the WFP and Canada's participation. *Topics:* Documents related to sessions of the WFP governing body and Canadian pledges to the WFP.

IDA/MVP-190
International Wheat Council (IWC)
Description: Information on Canadian participation in IWC. *Topics:* International Wheat Trade agreements; negotiating documents; Food Aid Convention.

IDA/MVP-195
African Development Bank and Fund
Description: Information on the African Development Bank (AfDB) and its concessional arm, the African Development Fund (AfD), which are the major regional financial aid institutions in Africa. Fund lending (AfDB + AfDF) reached a cumulative total of $6 125 million (US) by December 31, 1985 (1967-1985), more than 80 per cent of which was borrowed by the Bank's least developed members. *Topics:* Administration; budget; Board of Directors; Canadian line of credit; Canadian technical assistance; recruitment of Canadian personnel; evaluation; financial statements; payments and encashments; loans; operations; pipelines; general policies; financial policies; procurement; establishment and organization; Canadian accession; Board of Governors; constituency; replenishment of resources and other related topics.

IDA/MVP-200
Inter-American Development Bank
Description: Information on the Inter-American Development Bank (IDB), which assists the developing countries of Latin America and the Caribbean. The IDB's commitments exceeded $3 billion (US) in 1985, while disbursements reached a new high of $2.4 billion (US). Canada, a prime supporter of the IDB with 4.4 per cent of the capital stock, contributed $9.1 million (CDN) and $12 million (CDN) respectively to the capital and concessional fund operations. *Topics:* Administration; finance, capital interregional operations; Fund for Special Operations; regional institutions; other funds.

IDA/MVP-205
Caribbean Development Bank
Description: Information on the Caribbean Development Bank (CDB), which is the major financial development institution serving the Commonwealth Caribbean. *Topics:* Administration; finance, ordinary capital operations; Special Fund operations; Caribbean region in general; Caribbean Division.

IDA/MVP-210
Asian Development Bank and Fund
Description: Information on the Asian Development Bank (AsDB), which together with its concessional Asian Development Fund (AsDF), is the major regional financial institution serving the countries of Asia and the South Pacific, in particular the poorest countries of the region where a large part of the world's population lives. *Topics:* Administration; finance; ordinary capital operations; concessional funds operations; technical assistance.

IDA/MVP-215
World Bank Group
Description: Information on the World Bank, which is seen by many as one of the leading international development institutions, given the size and scope of its programs. The Bank acts as a forum for the discussion of key development policy issues and implements innovative assistance projects and programs in sectors such as rural development and agriculture, and water supply and sanitation. *Topics:* Information on the constitution and organization of the International Bank for Reconstruction and Development (IBRD); analysis of the needs of less developed countries; operations, finances; IBRD-IDA (International Development Association) geographic programs; sectors; reporting documentation; annual meetings; IDA; International Finance Corporation (IFC).

IDA/MVP-216
International Fund for Agricultural Development (IFAD) (New)
Description: IFAD was established in 1977 to fund programs and projects to increase food production, reduce undernutrition and alleviate rural poverty in developing countries. *Topics:* IFAD constitution and organization; analysis of needs of developing countries; operations; finance; geographic and social programs; reporting documentation; annual meeting.

IDA/MVP-217
Canadian and International NGOs and United Nations Institutions Specialized in Humanitarian Assistance (New)
Description: Information on operations and Canada's funding of organizations and institutions responsible for providing assistance to victims of natural and man-made disasters, including refugees. *Topics:* United Nations High Commissioner for Refugees; UN Relief and Works Agency for Palestinians in the Near East; Office of the United Nations Disaster Relief Co-ordinator; International Committee of the Red Cross; League of Red Cross and Red Crescent Societies; Canadian Red Cross Society; Canadian Catholic Organization for Development and Peace; Canadian Council of Churches; Oxfam Canada; World Vision.

IDA/MVP-218
Disaster Relief (New)
Description: Information on the type of response provided by Canada in cases of natural and man-made disasters. *Topics:* Countries affected; population affected; type of disaster; projects funded; costs.

IDA/MVP-219
Disaster Preparedness and Prevention (New)
Description: Information on projects funded by Canada and aimed at providing support to disaster prone countries so as to help them to better prepare for disasters. *Topics:* Pan Caribbean Disaster Preparedness and Prevention Project; Health Sector preparedness project for Central American and Latin American countries; WHO preparedness project.

IDA/SVP-220
Non-Governmental Organizations (NGOs)
Description: Information on non-governmental organizations dealing with CIDA's NGO Division and seeking CIDA financial assistance for their development programs and projects in Third World

countries. *Topics:* Organizational structure and mandate; financial situations; board members; constituency.

IDA/SVP-225
Overseas Development Projects
Description: Information on all overseas projects for which a CIDA contribution has been approved. *Topics:* Name of NGO; description of projects; budget and requested CIDA contribution.

IDA/SVP-230
Public Participation Program Projects
Description: Information on all public education projects in Canada for which a CIDA contribution has been approved. *Topics:* Name of NGO; description of project; budget and requested CIDA contribution.

IDA/SVP-235
Management for Change (MFC)
Description: Information on all projects for which a CIDA contribution has been approved. *Topics:* Name of non-governmental organizations, description of project, budget and requested CIDA contribution; organizational files on organizations; MFC Operation Manual.

IDA/SVP-240
Contacts
Description: Information and correspondence on contacts with Third World countries.

IDA/SVP-245
International Non-governmental Organizations (INGOs)
Description: Information and correspondence on INGOs, projects, CIDA grants, and political conditions within Third World countries or regions where the projects are located.

IDA/SVP-250
Institutional Co-operation and Development Service Division
Description: Information on organizations seeking financial support from the Division. *Topics:* Associations, clubs, institutes, societies, colleges, universities, co-operatives, labour organizations, training hospitals — organization structure, mandate, financial situation; contacts and correspondence with Third World countries; subsidized projects — organization, type of assistance, grant amount.

IDA/SVP-255
Projects
Description: Information on specific projects as proposed and undertaken by applicant companies. *Retrievability:* Files arranged by country, year and project.

IDA/SVP-260
Developing Countries
Description: Information on countries served by the Industrial Co-operation Program.

IDA/SVP-265
International Organizations
Description: Information on international financing institutions, aid agencies and regional institutions.

IDA/BSD-270
Bangladesh
Description: CIDA's program in Bangladesh includes food aid, commodities (industrial raw materials and potash) and a variety of projects concentrated in the agriculture, transportation, energy and population sectors. Specific project activities include assistance to women's groups for population planning and income generation; financial and technical support for landless co-operatives; construction of small-scale irrigation structures; ongoing assistance to Bangladesh Railways; and support for the development of natural gas reserves.

IDA/BSD-275
India
Description: CIDA's assistance to India emphasizes energy, agriculture and human resources development. Current major projects include a loan to help India's National Hydroelectric Power Corporation undertake the installation of the 540Mw Chamera hydroelectric dam and power transmission system and a grant and loan for Phase II of the Idukki Hydroelectric Project. In addition, lines of credit are in place for requirements in the oil and gas sector. Food aid, in the form of Canola oil, has been provided to support the development of oilseed processing co-operatives in India; contribution funds are being used to support a social forestry project in the state of Andhra Pradesh, and an all India drylands Agricultural Research Project, a Professional Development and Training Facility Project, computer project with the National Council for Applied Economic Research; and Engineering Research Institute with the Ontario Research Foundation provide institutional building and human resource development.

IDA/BSD-280
Nepal
Description: The focus of Canadian programs in Nepal is on rural development, energy and civil aviation. Current projects include integrated rural development activities in Mid-west Nepal, institution-building for national water and energy resources planning, and maintenance support for Nepal's domestic Twin Otter fleet. A second rural health worker training campus funded by CIDA opened in early 1985; by mid-1985, thematic mapping for land use purposes had been completed for the entire country. New projects are now being considered both in the civil aviation and energy sectors.

IDA/BSD-285
Sri Lanka
Description: In addition to food aid and commodity assistance, projects have included dry-zone agriculture, honey production, public utilities and participation in the Maduru Oya reservoir complex, part of the huge Mahaweli scheme to increase the island's irrigated land and its power supply. *Topics:* Mission-administered funds, small projects initiated and approved by the head of the Canadian Mission; assistance to poultry development; project preparation assistance; study and planning design for the development of the Lower Uva Region; Colombo area water supply; technical assistance for television training; assistance to design and supply a telecommunication network for the Mahaweli Program; paddyland improvement; assistance to improve extension services in the dry zone; inland fisheries; assistance to develop an increased production capacity inland using permanent or temporary reservoirs.

IDA/BSD-290
Pakistan
Description: Agriculture, social development, power generation and distribution, and oil and gas development are the major areas of CIDA's involvement in Pakistan. Subsurface drainage activities to alleviate high salinity and waterlogging problems in the Northwest Frontier and Sind Provinces, and dryland farming research are the main thrusts in agriculture. The long list of projects also includes infrastructural support and training of technical and managerial personnel in the power and oil and gas subsectors, immunization program, rural development and training of traditional birth attendants.

IDA/BSD-295
Turkey
Description: Canadian assistance to Turkey is limited to the various services provided by CIDA's Special Programs and Business Co-operation Branches. A small Mission Administered Fund exists for

small developmental projects. In 1973, Canada provided Turkey with a loan to purchase telecommunication equipment. From 1979 to 1981 several tranches of balance of payment support were negotiated through an Organization for Economic co-operation and Development consortium. It provided Turkey with various equipment and semi-finished products.

IDA/BSD-300
Thailand
Description: The Thailand program focuses on rural development in designated poverty areas of Northern Thailand, human resources and institutional development, and modern sector activities directed towards natural resources management, high technology and energy. Aid projects include a number of integrated rural development projects aimed at health, food production and income generation; technical assistance to increase fish production; the Thailand Development Research Institute, and a Rural Development Institute at Khon Kaen; technical assistance to the Department of Mineral Resources for interpretation of geological survey data; and a financing facility in association with Export Development Corporation (EDC) and Thailand's Siam Commercial Bank.

IDA/BSD-305
Philippines
Description: The only bilateral project was a fisheries co-operative development project by non-governmental organizations (NGOs) through the mission administered fund.

IDA/BSD-310
Association of South East Asian Nations
Description: Assistance to the group of six countries that comprise the Association of South East Asian nations (ASEAN) — Thailand, Philippines, Singapore, Malaysia, Indonesia and Brunei. Focuses on fisheries development, a tree seed improvement centre, a forest management institute, improved grain storage; and a series of energy seminars.

IDA/BSD-315
South Pacific
Description: CIDA's South Pacific aid program includes the Cook Islands, Fiji, Kiribati, Papua New Guinea, Solomon Islands, Tonga, Vanuatu, Tuvalu and Western Samoa. Aid is channeled through regional institutions, non-governmental organizations and a mission-administered fund in the form of small projects and educational assistance.

IDA/BSD-320
Malaysia
Description: Emphasis in the current Malaysian aid program is on fisheries and geochemical surveys, a general line of credit and human resource development.

IDA/BSD-325
Burma
Description: CIDA's program in Burma includes support for agricultural rice research and training, disease control and livestock breeding.

IDA/BSD-330
Indonesia
Description: Canada's assistance program to Indonesia (i) contributes to the development and management of Indonesia's human and natural resources through planning and strengthening institutions; (ii) facilitates the participation of both the Canadian and Indonesian private sectors in support of long-term Indonesian development needs; and (iii) contributes to the creation and implementation of networks and linkages between Indonesian and Canadian private non-profit organizations. The program comprises the full range of bilateral, Special Programs Branch projects and lines of credit. Projects include initiatives in higher education, environmental manpower development, water resources, forestry, fisheries, integrated rural development and technical assistance related to both the program goals and sectors of activity.

IDA/BSD-335
China
Description: CIDA's programs in China are concentrated primarily in four sectors: agriculture, forestry, energy and human resource development. Current bilateral projects include activities in power system planning, intensive forest management, pasture development, seed breeding and livestock improvement. In addition, there are a number of projects in health, engineering, management and technical assistance being undertaken jointly with Canadian institutions.

IDA/BMD-340
Colombia
Description: CIDA provides assistance in the fields of urban and rural development, energy power, technical training, infrastructure, environment and social development through its special programs and bilateral channels. Major projects involve a vocational training school of furniture-makers in Medellin and a line of credit for Canadian goods in co-financing with the Export Development Corporation (EDC). Canadian educational, institutional and professional associations are very active in the fields of health, education and community development in Colombia.

IDA/BMD-345
Ecuador
Description: There is no bilateral program at the moment.

IDA/BMD-350
Bolivia
Description: CIDA is in the final phase of a co-financed project with the Inter-American Development Bank for vocational and technical schools, and will provide $5 000 000 in food aid in 1986/87 as special economic assistance to Bolivia. Numerous Canadian non-governmental organizations work with church and community groups in Bolivia.

IDA/BMD-355
Peru
Description: Bilateral projects in Peru include, a research program for the cultivation of high-altitude cereals within the agriculture practised in the *altiplano* of the Puno-Juliaca region; the construction of high voltage and rural electrification power lines on the eastern side of the Andes, an extensive forestry development program; lines of credit for Canadian equipment and commodities; improvement of Peruvian capacities in remote sensing; and an agricultural vocational school in Tarapoto. Canadian non-governmental organizations and universities are also carrying out projects in rural development, technical education and potable water supply to poor communities.

IDA/BMD-360
Costa Rica
Description: Bilateral aid projects focus on agriculture (fertilizer) and rural housing. A program in technical education has been apporved and implementation will begin in autumn 1986.

IDA/BMD-365
El Salvador
Description: The bilateral program in El Salvador was suspended in 1979, with the exception of one project to supply materials for the construction of an electricity transmission line. In December 1984, the Secretary of State for External Affairs (SSEA) announced the restoration of a bilateral program with El Salvador and authorized CIDA to open discussions with the Salvadoran government. A line of credit for fertilizer, with a counterpart fund for non-governmental

organization projects to assist the displaced and most disadvantaged, has been approved. Implementation commenced in June 1986.

IDA/BMD-370
Guatemala
Description: Except for a rural project to supply drinking water, the bilateral program was suspended because of social and political unrest. No new activity has been planned.

IDA/BMD-375
Honduras
Description: Assistance has been aimed principally at rural development, forest preservation and extension, the management and industrial development of Honduran hardwoods, and power transmission. The major project at present is a loan for Canadian equipment for a power project.

IDA/BMD-380
Nicaragua
Description: CIDA's bilateral projects are concerned primarily with agriculture and health. A food strategy has been prepared. Two lines of credit have been extended: one to support agriculture and animal husbandry, and the other for drinking water supplies. In addition, the Secretary of State for External Affairs announced in December, 1984, that Canada would participate, with Italy and France, in financing the geothermal electricity project, Momotombo II.

IDA/BMD-385
Panama
Description: There is no bilateral program at the moment.

IDA/BMD-390
Haiti
Description: The primary objective of CIDA's program is to promote the country's self-development through activities in the agriculture, health, education and energy sectors, using bilateral and non-governmental organization channels. Current projects include support for the school of veterinary medicine and agriculture, the national institute of administration and management, the national vocational training centre, and the provision of services and Canadian equipment for electricity production and transmission.

IDA/BMD-395
Brazil
Description: Canadian assistance has been extended to a broad range of sectors to assist Brazil's economic and social development: agriculture, mining, forestry, fisheries, power production and transmission and telecommunications. In addition to technical assistance to promote scientific and technological development, CIDA's program has emphasized community development and educational advancement.

IDA/BMD-400
Chile
Description: There is no bilateral program.

IDA/BMD-405
Dominican Republic
Description: The principal bilateral aid project in this area is a line of credit for Canadian agricultural equipment. Other projects support agricultural co-operatives, the development of the dairy industry, and irrigation.

IDA/BMD-410
Belize
Description: Canada's development assistance program to Belize is centered on one major project: the provision of a water and sewerage system for Belize City. In addition, CIDA's Special Programs Branch has been relatively active in Belize with projects for fisheries co-operative training and rural water development of particluar note.

IDA/BMD-415
Guyana
Description: CIDA disbursed $57 million in Guyana from the beginning of its program in 1959/60 to the end of 1984/85. CIDA's program has included involvement in forestry, air transportation, water supply and electric power. At present, the main areas of CIDA assistance are forestry and fisheries.

IDA/BMD-420
Jamaica
Description: Over the past several years, the Jamaican economy has been under severe strain. In order to assist in the developmental recovery of Jamaica and to assist in short-term balance of payments difficulties, CIDA has recently provided commodity assistance, food aid and assistance in improving key institutional capabilities. At present, the main areas of CIDA assistance are agriculture, economic infrastructure, small-scale enterprises and food aid; human resource development is a priority in each area.

IDA/BMD-425
Barbados
Description: Traditionally, CIDA has been involved in the infrastructure sector in Barbados where major contributions have been made, for example to the construction of the Grantley Adams Airport and to water systems throughout the island. CIDA is presently considering a new bilateral project which will assist in the construction of a natural gas pipeline including the provision of material and related equipment.

IDA/BMD-430
Trinidad and Tobago
Description: CIDA's only active project in this country is to assist in the upgrading of facilities at the PIARCO Airport. This project is being carried out by Transport Canada on behalf of CIDA.

IDA/BMD-435
Leeward and Windward Islands
Description: The following Eastern Caribbean islands comprise this program unit: Anguilla, Antigua, Barbuda, Dominica, Grenada, Montserrat, St. Kitts and Nevis, St. Lucia and St. Vincent, and the Grenadenes. In the past CIDA's program focused on education (including teacher training and school construction), transportation and water supply systems. More recently the emphasis of the program has been on projects in the productive sectors of agriculture, industry and tourism, and the supporting infrastructure. Major projects now in the implementation stage include Canada Training Awards (all islands), Coconut Expansion (Dominica), Port Cargo Handling Systems (Antigua, Grenada, St. Vincent, St. Kitts and Nevis), Exploratory Drilling (St. Kitts Nevis), Fisheries Development (St. Lucia), Hydro Power Generation (St. Vincent) and the Point Salines Airport (Grenada).

IDA/BMD-440
Caribbean Region
Description: Canada's bilateral assistance to the Caribbean Region involves projects with regional institutions such as CARICOM and the University of the West Indies as well as projects of a regional nature including core and non-core countries. The largest project currently being implemented, worth $75 million, is to upgrade the safety and operations of 22 Caribbean airports in 13 countries.

IDA/BMD-445
Latin American Regional
Description: Canada's bilateral assistance to the Latin American region includes support for regional organizations which promote rural, social and human development and which have a natural link to

other divisional projects. Currently the program is supporting activities with regional agencies in health, demography, public administration and the status of women.

IDA/BCD-450
Southern Africa Development Co-ordination Conference (SADCC)
Description: Assistance is provided to the group of nine southern African countries that are members of SADCC. Aid is channeled to individual countries for projects that have regional development implications. CIDA assistance focuses on improvement of transportation and communications networks and agricultural programs to improve the food security of member states and the region and human resource development.

IDA/BCD-455
Botswana
Description: CIDA assistance program focuses on three key sectors in Botswana: human resource development, sites and service development, and the improvement of human resource skills in the mining sector. Project assistance is provided to the University of Botswana and the Departments of Mines and Geological Survey as well as to urban and village upgrading schemes in three areas of Botswana.

IDA/BCD-460
East African Community
Description: Important items in the aid program for the East African Community included the management assistance given East African Airways and the training of air traffic controllers. Fifteen diesel locomotives were supplied under the railway development program. Other projects included forest, harbour and power development, tsetse fly research, cereal development and support for the Pan-African Telecommunications project.

IDA/BCD-465
Ghana
Description: The provision of basic human needs and short- and medium-term support for Ghana's economic rehabilitation are the main goals of CIDA's program in Ghana. The program's concentration in northern Ghana with projects in integrated rural development, potable water supply and community education and development is complemented, on a national basis, by projects in agricultural research, human resource development, and energy and appropriate technology.

IDA/BCD-470
Kenya
Description: Increased development is the goal of Canadian assistance to Kenya with emphasis on energy, agriculture/rural infrastructure and human resource development. Projects include hydroelectric generation, transmission lines and rural electrification; agricultural roads and training of Kenyans involved in agriculture; establishment of a technical teachers' college and various training programs; food aid and locomotive spare parts and long range planning in Treasury and Energy. Special Program Branch and Industrial Co-operation Division support a variety of non-governmental and private sector activities in Kenya.

IDA/BCD-475
Lesotho
Description: CIDA's assistance program focuses on three key sectors in Lesotho: human resource development, sites and service development, and agriculture. Project assistance is provided to the University of Lesotho, urban and village upgrading programs, and the construction of a dairy plant to assist Lesotho in achieving self-sufficiency in dairy products.

IDA/BCD-480
Malawi
Description: CIDA assistance has been provided in two key sectors of the Malawi economy. Projects in agricultural development, including dairy farming, and the construction of a Natural Resources College are the primary focus of CIDA development assistance.

IDA/BCD-485
Mauritius Island
Description: In addition to a number of small projects, assistance has been extended to the Ministry of Economic Planning and Development and to equipping the University Library and the Institute of Bilingualism. Another project has been improving the Rodrigues water supply.

IDA/BCD-490
Nigeria
Description: The Nigeria Program is primarily responsive in nature. Bilateral projects are implemented where feasible to facilitate Nigerian developmental objectives while strengthening its long-term commercial and political ties with Canada. A mission-administered fund is employed for small projects, and funds are provided to support NGO and IDRC activities.

IDA/BCD-495
Sierra Leone
Description: Mission-administered funds have been made available for health projects, the provision of equipment for the school improvement program, on cultivation and women in development. Another project has been to help Sierra Leone develop the human resources required to implement its community health program.

IDA/BCD-500
Somalia
Description: Although CIDA's program for Somalia has included a number of small projects, assistance has been given largely in the form of food aid.

IDA/BCD-505
South Africa
Description: Mission-administered funds for small projects and a scholarship program to assist underpriviledged blacks to obtain higher levels of education.

IDA/BCD-510
Namibia (Southwest Africa)
Description: Refugee training project.

IDA/BCD-515
Swaziland
Description: CIDA's assistance program focuses on two key sectors in the Swaziland economy: human resource development and water supply. Project assistance is directed at technical and vocational training as well as towards the University of Swaziland. Assistance is also provided for the survey and development of rural water supplies.

IDA/BCD-520
Tanzania
Description: Agriculture, transportation, energy, commodities and spares are the main areas of CIDA's program in Tanzania. Major thrusts include the rehabilitation of the Tanzania rail system to increase capacity for agricultural input and output distribution, the development of wheat farming in northern Tanzania, assistance to extension of the national electrical grid, and the provision of commodities and spare parts. Programs generally include a major technical assistance and training component along with provision of equipment and materials.

CANADIAN INTERNATIONAL DEVELOPMENT AGENCY

IDA/BCD-525
Uganda
Description: Materials and equipment have been financed through the World Bank's reconstruction program. Assistance to rural health clinics and government health planning is being provided through an East African non-governmental organization, and the Mission-Administered Fund and the Special Programs Branch support a variety of smaller non-governmental organizations in Uganda.

IDA/BCD-530
Zambia
Description: The goals of Canada's assistance are to improve agricultural productivity and to diversify and revitalize the economy. A number of agriculture projects support a range of development activities including the provision of rural infrastructure, training, research and institutional support. In response to Zambia's economic crisis, more assistance is being provided and planned to supply priority agricultural and industrial inputs as well as food aid to improve the economy's balance of payments situation. While most projects include training, a general human resource development project is being developed to address both national and sector specific manpower development needs. *Topics:* Administrative support program. There is an active non-governmental organization sector in Zambia supported by Special Programmes Branch and Mission Administered Fund activities.

IDA/BCD-535
Zimbabwe
Description: CIDA's assistance program focuses on three key sectors in the Zimbabwe economy: human resource development, the provision of capital to assist in the modernization of Zimbabwe's infrastructure and assistance to the country's agriculture and rural development efforts. Project assistance has been channelled through World University Service Canada to provide secondary school teachers, and through Dalhousie University, CUSO and the Manitoba Institute of Management in other key human resource areas. Infrastructural assistance has also been provided to the transport and communications sectors and an agricultural sector program will be finalized this year. A private sector line of credit in its second year of operation is proving very popular with Zimbabwean importers.

IDA/BCD-540
Angola
Description: Mission-administered funds for small projects.

IDA/BCD-545
Mozambique
Description: Mission-administered funds for small projects.

IDA/BCD-550
Egypt
Description: Energy, Agriculture/Food Security, Human Resource Development, together with transportation, water supply and sewerage and a development line of credit are the major activities for CIDA in Egypt. Principal projects include power transmission and distribution, general development line of credit, Giza water supply and sewerage, grain storage silos, Nile River Protection and Development Plan, Integrated Soil and Water Project, Mini-Hydro Power Station, as well as training in the energy and transportation sectors. Close co-operation with the Export Development Corporation on several development projects is one unique feature of the program.

IDA/BCD-555
Sudan
Description: CIDA is involved in four different sectors: agro-forestry, agriculture/food security, water and health. The major bilateral project is the Sim Sim Mechanized Dryland Farming Project. CIDA also is making extensive use of non-government and multilateral agencies such as World University Services, CARE CANADA and UNICEF to improve its impact on health, water, agro-forestry and food security.

IDA/BCD-560
Ethiopia
Description: Major projects in Ethiopia include food aid and rural water supply. Mission-administered funds have been made available to projects in the sectors of adult education, technical training, public health, agriculture and transportation. Special Program Branch supports a variety of non-governmental organizations in Ethiopia. Industrial Co-operation is supporting private Canadian companies.

IDA/BCD-565
Regional Program
Description: Mission-administered funds have been made available to the following ten countries for small development projects: Djibouti, Jordan, Lebanon, Liberia, Mauritius, Seychelles, Sierra Leone, Somalia, North Yemen (YAR) and South Yemen (PRDY). In addition, CIDA has just completed assistance for a fisheries project with several West African countries in the mid-Atlantic coastal areas to improve fish catching, handling, processing and developing. In East Africa CIDA has commenced co-funding of two projects to improve maize, wheat and beans, both in production yields and acreage.

IDA/BFD-570
Mali
Description: CIDA's assistance program for Mali includes a huge, integrated rural development project; provision of food aid in support of the program for restructuring the grain market; a microprojects program; a major project to provide support for the administration of the railroads and the supply of materials; improvement of shipping services; improvement of hydraulic installations; a scholarship program and a telecommunications project.

IDA/BFD-575
Niger
Description: The Canadian program of co-operation with Niger, which is mainly bilateral, includes a greater number of non-govermental organizations and increased non-governmental involvement in its new programming. Niger also benefits from the activities of international agencies that CIDA supports financially through its multilateral programs. Since the drought at the beginning of the 1970s, the program has aimed at supporting food self-sufficiency, with priority given to the removal of factors that cause isolation, both within Niger and with respect to other countries; stabilization of the vegetation cover; and to human resources. Under the new program review (1985-90), the objective is to contribute to the establishment of a new socio-ecological balance. Priority is placed on stabilizing the vegetation cover, achieving a food balance and promoting energy development. *Topics:* Program for the protection of plants; village water supply; agricultural development; mining exploration; line of credit for the purchase of Canadian goods and services; micro-projects; scholarships program (Niger, third country and Canada); institutional support; development of a road network; telecommunications; many small projects implemented with mission-administered funds, NGO activities (especially in the rural development sector).

IDA/BFD-580
Chad
Description: CIDA's aid program for Chad has included educational assistance; the provision of technical advisers in human resources planning and agriculture; reforestation; water improvement; food aid; and assistance under the Sahelian Zone Drought Relief and Development Fund. *Note:* This program is essentially limited to mission-administered funds (MAF), non-governmental organization (NGO) projects and emergency food aid.

CANADIAN INTERNATIONAL DEVELOPMENT AGENCY

IDA/BFD-585

Burkina Faso

Description: Educational assistance to Burkina Faso has featured a multi-annual scholarship program and technical training in health economies, management and public works. In addition to rural radio and food aid, current economic projects include support for the national program for crop protection; road improvement; an energy inventory, a telecommunications project and a microproject program.

IDA/BFD-590

Senegal

Description: CIDA's program in Senegal involves primarily bilateral assistance but also includes NGO projects and institutional and industrial co-operation activities. The key sectors are fisheries, energy, forestry, integrated rural development and human resources development. *Topics:* Marketing for small fishermen; protection and monitoring of offshore fishing; fisheries development planning; power transmission lines; studies to plan the development of electrical distribution systems; inventory, management and protection; local projects in integrated rural development through NGOs; scholarship program; technical assistance to the *École polytechnique de Thiès;* a major project involving a number of countries in the development of the Senegal River basin; yearly food aid; numerous small projects implemented through mission administered funds.

IDA/BFD-595

Mauritania

Description: CIDA's program in Mauritania is composed mainly of supplementary food aid and numerous small projects financed through mission administered funds; it also includes technical assistance to the Ministry of Planning as well as scholarships. By the end of fiscal 1985/86, CIDA activities in Mauritania are limited to Mission Adminstered Funds (MAF) projects and, if required, emergency food aid.

IDA/BFD-600

Guinea-Bissau

Description: CIDA's program for Guinea-Bissau consists of numerous small projects financed through mission-administered funds, as well as contributions by the Institutional Co-operation Division through Canadian institutions.

IDA/BFD-605

Cape Verde Islands

Description: CIDA's program in these islands consists of numerous small projects financed through mission-administered funds.

IDA/BFD-610

Algeria

Description: CIDA's program for Algeria is aimed mainly at the construction of seven concrete silos with a capacity of 210,000 tons. Furthermore, an agricultural co-operation program for animal husbandry and poultry production got under way this year; the potato farming project is still in the planning stage. Lastly, a system for scientific, technical and cultural co-operation was established in 1982 to promote exchanges between various Canadian and Algerian government departments (agriculture, education and communications).

IDA/BFD-615

Ivory Coast

Description: The aid program for the Ivory Coast focuses on the following areas, listed in order of priority: multisectoral co-operation through a line of credit for large-scale development projects; traditional aid based mainly on energy and railways; aid to industrial small and medium-sized businesses.

IDA/BFD-620

Tunisia

Description: Assistance has been provided to Tunisia in a large variety of sectors. In 1982, however, the focus of CIDA's co-operation program shifted to human co-operation (involving scholarships and technical co-operation) on a shared-cost basis and to economic co-operation based on a parallel line of credit with the Export Development Corporation and aid to small and medium-sized business. *Topics:* Agricultural development; production and transmission of electricity; industrial development; promotion of education; measures to improve health and hospital services; supplying of teachers for the *École de l'aviation civile et de la météorologie;* agricultural program; construction of irrigation dams; veterinary services; agricultural activities; poultry farming; and dry farming.

IDA/BFD-625

Morocco

Description: CIDA's program in Morocco has been aimed mainly at developing agriculture and improving human resources. *Topics:* Support for the *École nationale d'agriculture*, the *Institut national agronomique Hassan II* and the *Institut national de statistique et d'économie appliquée;* research on poultry farming; seed and livestock improvement; milk production; supplying of university professors and teachers for regional educational centres; and a line of credit to construct cold-storage facilities. The current program, however, is directed mainly toward human co-operation (involving scholarships and technical co-operation on a shared-cost basis) and economic co-operation based on the use of a parallel line of credit with the Export Development Corporation (EDC) and on a line of credit for purchases of commodities.

IDA/BFD-630

Malagasy Republic

Description: Essentially, this program centres on development of hydroelectric resources and the use of mission-administered funds. Several Canadian private firms are also active in various sectors through contracts obtained from international organizations such as the World Bank.

IDA/BFD-635

Cameroons

Description: The aid program for Cameroons emphasizes rural development (forests, energy and rural activities), human resources (technical, vocational and managerial training) and parallel program aid (parallel CIDA/Export Development Corporation lines of credit) open to priority development sectors.

IDA/BFD-640

Rwanda

Description: Bilateral aid to Rwanda is concentrated on rural development and promotion of local industries, development of human resources and reduction of factors which cause isolation. Major projects under way include: assistance to the Université nationale du Rwanda (UNR), development of the Mutara wetland valleys, rural development in Ruhengeri, modernization and maintenance of the telecommunication system, support for civil aviation, and forestry training. Food aid has been provided for the last few years. NGOs and other private Canadian institutions are also very active in Rwanda (water, health and community development).

IDA/BFD-645

Congo

Description: Aid to this country is mainly for the project to improve the Congo-Océan railway and MAF activities.

IDA/BFD-650
Zaire
Description: Bilateral aid to Zaire is concentrated on forestry (technical assistance, training, logging, inventories and appropriate technology), rural development in the northeastern region (animal husbandry, co-operatives, community projects, SMBs, improved seeds) and support for industry and for the balance of payments (food aid, commodities). NGOs and other private Canadian institutions are also very active in Zaire (health, co-operatives and rural development).

IDA/BFD-655
Togo
Description: In Togo the aid program is limited to mission-administered funds for small-scale projects, and two major projects: construction of a transmission line, and village water supplies.

IDA/BFD-660
Bénin
Description: CIDA's two main efforts, support for the *Collège Polytechnique universitaire* and for development of the Port of Cotonou, will terminate this year. Future aid will be limited to MAF financed activities, institutional co-operation and NGO activities.

IDA/BFD-665
Gabon
Description: Shared-cost technical assistance for education, health and water systems; a rural electrification project financed with the Export Development Corporation (EDC); and mission-administered-fund-financed activities. As well a $10 million line of credit with EDC is available for financing other development activities in Gabon (mines, education, communications).

IDA/BFD-670
Burundi
Description: Burundi receives Canadian aid through specialized UN institutions and government organizations (ICSC, EPM) and through small mission-administered-fund-financed projects. Over the past few years, there has been greater participation by Canadian institutions.

IDA/BFD-675
Republic of Guinea
Description: The Guinea program focuses on the energy sector, air transportation and institutional support. It is aimed at improving planning and management capacity and at meeting urgent needs for spare parts, equipment and basic commodities. *Topics:* Assistance to small and medium-sized businesses; support for domestic air transportation; support for the *Société Nationale de l'Électricité;* bursaries; technical assistance and supplies of commodities.

IDA/BFD-680
Central African Republic
Description: Mission-administered funds have been made available for small-scale projects, mainly in the rural development, health and education sectors.

IDA/BFD-685
Sao-Tome-Principe, Comores and Gambia
Description: Mission-administered funds have been made available for small projects.

IDA/RDG-690
Contracts
Description: Information on all services contracts signed by CIDA or recipient countries; information on policies and procedures related to services contracts.

IDA/RDG-695
Procurement
Description: Guidelines on procurement.

IDA/RDG-700
Food Procurement and Transportation
Description: Planning and implementation of projects associated with the bilateral and multilateral aid. *Topics:* Sourcing, pricing and delivery schedules; modes and transportation of food commodities; delivery schedules. *Retrievability:* Files arranged by fiscal year, by recipient country and by commodity.

IDA/RDG-701
DSS Procurement and Transportation (Revised)
Description: Procurement of materials and equipment financed under grants and procured through the Department of Supply and Services. *Retrievability:* Files arranged by project and geographical area.

IDA/RDG-705
Material and Specifications
Description: Files covering section non-project activities such as quality assurance, maintenance and Canadian content; copies of project and non-project reports and studies.

IDA/RDG-710
Technical Co-operation Division
Description: A computerized roster of individuals who have indicated an interest in participating in development projects in the Third World or who have served as CIDA co-operants overseas; data on students from developing countries under CIDA or United Nations auspices undertaking training program in Canada; CIDA Scholarship awards files. *Topics:* Data to assist in the recruiting of experts for overseas assignments, to control the payment of expenses related to trainees in Canada and Canadian Scholarship holders; and to provide statistical data.

IDA/RDG-715
Area Co-ordination Group
Description: Arrangement between the Agency and the Bureau of Management Consulting (BMC); updating of Bilateral Handbook 8; Project Management by Activity Pilot Program (PMBA); Post Planning Exercise; Annual Aid Plan.

IDA/RVP-720
Telecommunications
Description: Sectoral policy, identification, planning, implementation, monitoring and evaluation of projects, feasibility studies and training. *Topics:* Telephony, data, broadcasting and electronic navigation systems; remote sensing; associated technical assistance.

IDA/RVP-725
Transportation
Description: Sectoral policy, identification, planning, implementation, monitoring, evaluation of projects, feasibility studies and training. *Topics:* Intermodal and unimodal transportation; air, surface and marine transportation.

IDA/RVP-730
Energy
Description: Sectoral policy, identification, planning, implementation, monitoring and evaluation of projects, feasibility studies and training. *Topics:* Development of energy resources; power generation; power transmission and distribution; oil and gas.

IDA/RVP-735
Water
Description: Sectoral policy, identification, planning, implementation, monitoring and evaluation of projects, feasibility studies and training.

Topics: Multi-purpose water resources development and control, domestic water supply and sanitation.

IDA/RVP-740
Architecture
Description: Planning and implementation of projects. *Topics:* Institutional and residential buildings.

IDA/RVP-745
Construction
Description: Planning, programming and implementation of projects. *Topics:* All types of construction work in connection with public works, transportation, energy, municipal works, and telecommunications.

IDA/RVP-750
Agriculture
Description: Development, implementation, monitoring and evaluation of programs and projects in the agricultural disciplines. *Topics:* Land and water development; crops; livestock; agricultural support services and rural development; agriculture policy; agro-industries.

IDA/RVP-755
Forestry
Description: Development, implementation and evaluation of programs and projects in the forestry disciplines. *Topics:* Forest management, reforestation, social forestry and forest product processing industries; forestry policy development.

IDA/RVP-760
Mining and Metallurgy
Description: Development, implementation and evaluation of programs and projects in the mining disciplines. *Topics:* Exploration, development, production and processing of minerals, mining policy, planning and administration; mining policy development.

IDA/RVP-765
Fisheries
Description: Development, implementation and evaluation of programs and projects in the fisheries disciplines. *Topics:* Fishing methods and gear, stock management, fresh water and sea water fish products technology; fisheries policy development.

IDA/RVP-770
Industrial Services
Description: Sectoral policy, development, planning and implementation of programs and projects on non-agricultural employment generation and small and medium size enterprise development. *Topics:* Industrial development (including agro-industries), enterprise development (including co-operatives and informal sector), non-farm income generation, employment creation, private sector-financing, investment and export promotion.

IDA/RVP-775
Resource Inventories
Description: Planning and implementation of programs and projects, database management. *Topics:* Aerial geophysical surveys; remote sensing; photogrammetry; surveys; mapping; geodesy.

IDA/RVP-780
Education
Description: Studies. *Topics:* Formal and non-formal education, management of educational projects.

IDA/RVP-785
Health and Population
Description: Studies. *Topics:* Demography; family planning and nutrition; public health; control of water and airborne diseases; epidemiology; parasitology; staff training; establishment of facilities, standards for the operation and maintenance of these facilities, material and equipment.

IDA/RVP-790
Development Communication
Description: Studies. *Topics:* Development communication and project management.

IDA/RVP-795
Human Settlements
Description: Studies and project implementation. *Topics:* Demography and human settlements.

IDA/RVP-800
Institutional Support and Management
Description: Studies and project implementation. *Topics:* Organizational and management development.

CANADIAN LIVESTOCK FEED BOARD

Chapter 24

CANADIAN LIVESTOCK FEED BOARD

Background

The Canadian Livestock Feed Board (CLFB) derives its origin from a policy conceived as a result of representations made by various farm organizations of eastern Canada and British Columbia through the Canadian Federation of Agriculture. In 1965, following an all-party recommendation, the Board was formed. On April 6, 1967, appointments to the Board were announced and the Montréal headquarters was established two months later.

Laws and Regulations

The Board operates under the authority of the *Livestock Feed Assistance Act*, 1966-67, C.52, S.1. Freight assistance payments are made under the Feed Grain Transportation and Storage Assistance Regulations.

The Board also administered the following storage programs in co-operation with Agriculture Canada and under the authority of Treasury Board minutes:

- Local Feed Grain Security
- New Inland Elevators
- Existing Inland Elevators

These programs are now terminated.

Overall Responsibilities

The basic objectives of the Board are to attempt to ensure, within the framework of the *Livestock Feed Assistance Act*, that livestock feeders in eastern Canada and British Columbia have available, at the right time and locations and in sufficient amounts, the various categories of feed grains they require for feeding their livestock and poultry. At the same time, the Board also ensures that the feed grain prices of basic sources of supply are reasonably stable and that there is a fair equalization of prices of feed grains within eastern Canada and British Columbia. This calls for continuous methodical research into markets and transportation developments, flow of grains, utilization of storage space, consumption patterns of feed grains for various livestock, and industrial uses.

Because of the complexity of the feed grain economy and the major impact of its operations, the Board maintains relations with government agencies, trade organizations, farmers' associations, and universities across Canada.

At the federal level, the Board has close contact with Agriculture Canada, the Canadian Wheat Board, the Canadian Grain Commission, Statistics Canada, the Farm Product Marketing Council, etc. At the provincial level, the Board has contact with most provincial departments of agriculture. In addition, the Board maintains liaison with individuals and organizations representing both farmers and trade organizations.

Feed Freight Assistance Program

This program pays for a portion of the cost of transporting feed grains produced in the Prairie region to grain-deficit areas of eastern Canada, British Columbia, the Yukon and Northwest Territories, and feed grains produced in Ontario and moved eastward to Québec and the Atlantic provinces.

Local Feed Grain Security Program

This program paid carrying charges on additional physical inventories of eligible grains carried by feed mills located in grain-deficit areas of Canada over historical levels. It ended on March 31, 1985.

New Inland Elevator Program

This program paid up to fifty percent of capital costs of building to a maximum of $500,000. This program ended on March 31, 1983, while the program dealing with expansions to existing facilities ended on March 31, 1982.

Access Procedures

All requests under the *Access to Information Act* should be directed to

Access to Information Co-ordinator
Canadian Livestock Feed Board
P.O. Box 177
Snowdon Station
Montréal, Québec
H3X 3T4
Telephone: (514) 283-7505

CANADIAN PATENTS AND DEVELOPMENT LIMITED

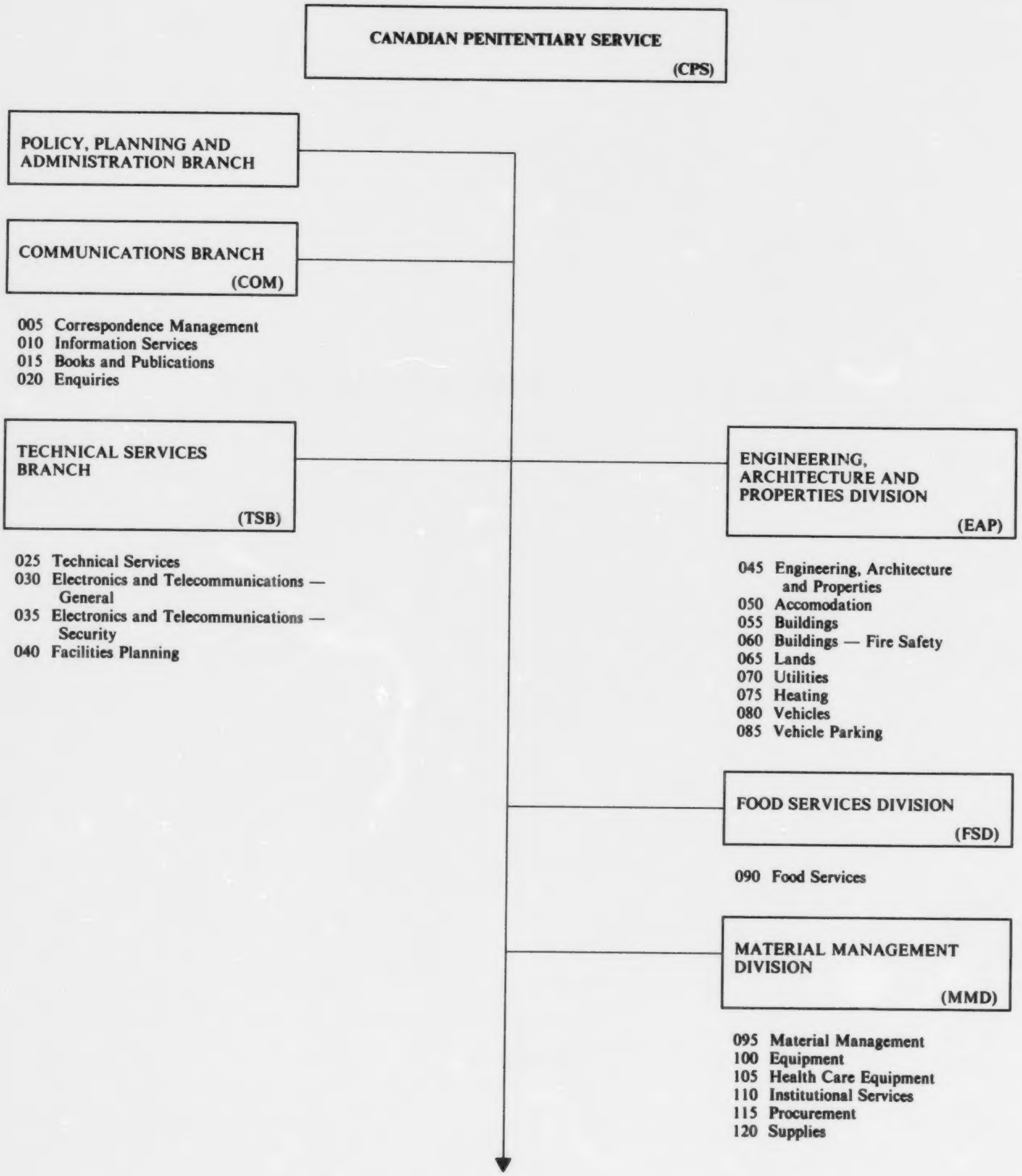
(NOT SUBJECT TO THE ACCESS TO INFORMATION ACT)

Chapter 25

CANADIAN PENITENTIARY SERVICE

Chapter 26

CANADIAN PENITENTIARY SERVICE



CANADIAN PENITENTIARY SERVICE (CPS)

POLICY, PLANNING AND ADMINISTRATION BRANCH

COMMUNICATIONS BRANCH (COM)

005 Correspondence Management
010 Information Services
015 Books and Publications
020 Enquiries

TECHNICAL SERVICES BRANCH (TSB)

025 Technical Services
030 Electronics and Telecommunications — General
035 Electronics and Telecommunications — Security
040 Facilities Planning

ENGINEERING, ARCHITECTURE AND PROPERTIES DIVISION (EAP)

045 Engineering, Architecture and Properties
050 Accomodation
055 Buildings
060 Buildings — Fire Safety
065 Lands
070 Utilities
075 Heating
080 Vehicles
085 Vehicle Parking

FOOD SERVICES DIVISION (FSD)

090 Food Services

MATERIAL MANAGEMENT DIVISION (MMD)

095 Material Management
100 Equipment
105 Health Care Equipment
110 Institutional Services
115 Procurement
120 Supplies

CANADIAN PENITENTIARY SERVICE

INSPECTOR GENERAL'S BRANCH (IGB)

125 Inspector General

OFFICER OF THE SENIOR DEPUTY COMMISSIONER (SDC)

130 Operations
135 Investigative Enquiries
140 Penal and Correctional Enquiries
145 Research

EDUCATION, TRAINING AND EMPLOYMENT BRANCH (ETE)

150 Inmate Employment

AGRI-BUSINESS DIVISION (ABD)

155 Agriculture

AUTOMATED DOCUMENT PROCESSING DIVISION (ADP)

160 Automatic Data Processing

EDUCATION AND TRAINING DIVISION (ETD)

165 Education and Training
170 Academic Training
175 Provincial Liaison and Accreditation
180 Institutional Library Service
185 Vocational Training

INDUSTRIES DIVISION (IND)

190 Industries
195 Marketing
200 Sales
205 Production Program
210 Reports and Statistics
215 Shops

CANADIAN PENITENTIARY SERVICE

OFFENDER PROGRAMS BRANCH

INMATE RESOURCE MANAGEMENT DIVISION (IRM)

220 Benefits, Incentives and Pay Administration Plan

SPECIAL EMPLOYMENT PROGRAMS DIVISION (SEP)

225 Work Opportunities

CASE MANAGEMENT DIVISION (CMD)

230 Case Management
235 Living Unit
240 Policy and Procedures
245 Policy and Procedures — Community Release
250 Release
255 Operations and Quality Control
260 Sentence Administration

CHAPLAINCY (CHA)

265 Chaplaincy

INMATE AFFAIRS DIVISION (IAD)

270 Inmate Affairs

SOCIAL AND COMMUNITY PROGRAMS DIVISIONS (SCP)

275 Social and Community Programs
280 Community Relations and Special Projects
285 Citizens' Advisory Committee
290 Community Residential Centres
295 Programs
300 Special Projects
305 Volunteers
310 Female Offenders
315 Native Offenders
320 Social and Cultural Development

CANADIAN PENITENTIARY SERVICE

MEDICAL AND HEALTH CARE SERVICES BRANCH

POLICY, PLANNING AND EVALUATION DIVISION

MAJOR PROJECTS AND ADVISER ON HOSPITAL ADMNISTRATION DIVISION

HEALTH CARE OPERATIONS DIVISION (HCO)

325 Health and Hygiene
330 Dental Services
335 Medical Services
340 Psychiatric Services

SECURITY BRANCH (SBR)

345 Security

OPERATIONAL SECURITY DIVISION (OSD)

350 Operational Security
355 Contingency Emergency Plans
360 Contraband and Dangerous Substances
365 Discipline, Punishment, Segregation
370 Emergency Planning
375 Security Equipment
380 Surveys and Reviews
385 Hostage Taking

INMATE POPULATION MANAGEMENT DIVISION (IPM)

390 Inmate Population Management
395 Transfers

PREVENTIVE SECURITY DIVISION (PSD)

400 Preventive Security
405 Incidents
410 Information and Intelligence
415 Personnel Security Program
420 Security and Information
425 Visits and Correspondence

ACCESS TO INFORMATION
CO-ORDINATOR
CORRECTIONAL SERVICE CANADA
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OTTAWA, ONTARIO
KIA 0P9

CANADIAN PENITENTIARY SERVICE

Background

In 1868, a federal penal system was created under federal jurisdiction for the establishment, maintenance and management of penitentiaries for offenders sentenced to two years or more. At that time, parole did not exist, leisure time was spent in solitary confinement, and a rule of silence was standard for all inmates from the day of incarceration until the day of release.

In 1977, radical changes were brought about with the amalgamation of the Canadian Penitentiary Service and the National Parole Service, which resulted in the formation of the Correctional Service of Canada (CSC). The Service, as it stands today, provides programs for offenders from pre-admission until the expiration of their sentence. It operates on the basis that the offender must be viewed from physical, emotional and cultural aspects. Such considerations make for a more compassionate environment for the offender within the institutional setting.

Laws and Regulations

- Penitentiary Act
- Parole Act
- Prison and Reformatories Act
- Federal Corrections Act
- Criminal Records Act
- Criminal Law Amendments Act
- The Criminal Code
- Young Offenders Act

Organization

The Correctional Service of Canada has three levels of management: a national headquarters, five regional headquarters and 140 institutions. In keeping with the management principle of centralized policy and decentralized administration, the headquarters plan, develop, evaluate and control policies while the facilities implement them, taking into account the region's varying environments, offender populations and resources.

Overall control is exercised by the Commissioner and CSC's Senior Management Committee, comprising the Commissioner, the Senior Deputy Commissioner, the heads of eight branches and five regional deputy commissioners. Line management is exercised by the Commissioner, the regional deputy commissioners and the facility heads, while functional direction is provided by the branch heads.

Overall Responsibilities

Administration

Administrative and staff support is provided by the following branches: Policy, Planning and Administration, which provides financial, personnel, directives management and administrative services, and functions as a managemant control tool; Technical Services, which holds responsibility for buildings, properties and accommodation, as well as equipment and supplies; Communications, which handles media and public relations, correspondence and parliamentary relations; and Inspector General, which is responsible for the audit and review of all areas of the Service, special enquiries and projects requested by the Commissioner of Corrections and the CSC accreditation program.

Programs

The administration of sentences and preparation of federal offenders for useful re-entry into society involves four major programs that correspond to CSC's four operational branches: Security; Offender Programs; Medical and Health Care Services; and Education, Training and Employment.

The Security Branch is responsible for the functional direction and control of CSC security operations.

The Offender Programs Branch is responsible for the functional direction and control of Case Management, which provides co-ordinated management and administration of the offender's entire sentence, ensures that offenders receive maximum benefit from all available rehabilitative opportunities, maintains assessments on all federal offenders, and makes recommendations to the National Parole Board for conditional release through full and day parole; Social and Community Programs, which provide offenders with the opportunity for social, emotional, physical and personal development and promote effective working relationships and administration of policies on the use of private sector agencies; Chaplaincy, which encourages offenders to develop the spiritual dimension of their lives; and Inmate Affairs, which ensures that offenders are treated fairly and humanely and are accorded rights outlined in international covenants and the United Nations Standard Minimum Rules for the Treatment of Prisoners.

The Medical and Health Care Services Branch exercises functional direction and control over all medical and health care services provided to offenders.

The Education, Training and Employment Branch asserts functional direction and control of offender education and training as well as work opportunities.

Organization of Records

CSC records are broken down into five different categories: subject, offender, staff, information on general public, and administrative files — personal information.

The first category, subject records, is organized by main or primary subjects, which in turn are broken down into secondary subjects and, where warranted, tertiary subjects. Although the subject records are organized according to the departmental records classification system, various branches maintain a substantial number of records that have not been incorporated into this system.

The other four categories — offender, staff, information on general public, and administrative files — are handled under the *Privacy Act*.

Please note that CSC's Management of Recorded Information Program is under review and may be subject to change.

Access Procedures

If you wish to make a formal access request under the *Access to Information Act*, please specify the location of the records you seek, and submit a formal access request form to

Access to Information and Privacy Co-ordinator
Correctional Service Canada
340 Laurier Avenue West
Ottawa, Ontario
K1A 0P9
Telephone: (613)995-3689

Regional Contacts

In general, information on service-wide programs and policies is best obtained by specifying "Ottawa" on the access request form. For greater detail, please specify the regional headquarters or facility of interest.

Regional Headquarters — Atlantic

Correctional Service Canada
1222 Main Street
Terminal Plaza, 2nd Floor
Moncton, New Brunswick
HIC 1H6

Regional Headquarters — Québec

Correctional Service Canada
3 Place Laval, 2nd Floor
Laval, Québec
H7N 1A2

Regional Headquarters — Ontario

Correctional Service Canada
P.O. Box 1174
440 King Street West
Kingston, Ontario
K7L 4Y8

Regional Headquarters — Prairies

Correctional Service Canada
2002 Quebec Avenue
P.O. Box 9223
Saskatoon, Saskatchewan
S7K 3X5

Regional Headquarters — Pacific

Correctional Service Canada
P.O. Box 4500
32315 South Fraser Way
Abbotsford, British Columbia
V2T 4M8

Facilities

Atlantic Region

Dorchester Penitentiary
Renous Institution
Springhill Institution
Westmorland Institution
Carlton Centre
Parrtown Centre
Sand River Community Correctional Centre
Truro Parole District Office
Bathurst Parole Office
Charlottetown Parole Office
Corner Brook Parole Office
Fredericton Parole Office
Grand Falls Parole Office
Halifax Parole Office
Kentville Parole Office
Moncton Parole Office
Saint John (New Brunswick) Parole Office
St. John's (Newfoundland) Parole Office
Sydney Parole Office

Québec Region

Correctional Staff College
Archambault Institution
Correctional Development Centre
Cowansville Institution
Drummond Institution
Federal Training Centre
La Macaza Institution
Laval Institution
Leclerc Institution
Montée Saint-François Institution
Regional Reception Centre
Sainte-Anne-des-Plaines Institution
Benoit IV Centre
Hochelaga Centre
Martineau Centre
Ogilvy Centre
Pie IX Centre
Sherbrooke Centre
Eastern Québec Parole District Office
Montréal Metropolitan Parole District Office
Western Québec Parole District Office
Chicoutimi Parole Office
Duverney Parole Office
Fabre Parole Office
Granby Parole Office
Hull Parole Office
Laurentides Parole Office
Montréal Acadie Parole Office
Montréal Centre-North Parole Office
Montréal Centre-South Parole Office
Montréal Langelier Parole Office
Montréal Longueuil Parole Office
Montréal West Parole Office
Québec Parole Office
Rimouski Parole Office
Rouyn Noranda Parole Office
Sainte-Thérèse Parole Office
Trois-Rivières Parole Office

Ontario Region

Correctional Staff College
Regional Psychiatric Centre
Regional Supply Centre
Beaver Creek Correctional Camp
Collins Bay Institution
Frontenac Institution
Joyceville Institution
Kingston Penitentiary
Millhaven Institution
Pittsburg Institution
Prison for Women
Warkworth Institution
Keele Centre
Montgomery Centre
Central Ontario Parole District Office
Eastern Ontario Parole District Office
Western Ontario Parole District Office
Barrie Parole Office
Belleville Parole Office
Brampton Parole Office
Brantford Parole Office
Chatham Parole Office
Etobicoke Parole Office
Guelph Parole Office
Hamilton Parole Office
Kenora Parole Office
Kingston Parole Office
London Parole Office
Niagara Falls Parole Office
Oshawa Parole Office
Ottawa Parole Office
Peterborough Parole Office
Sault Sainte Marie Parole Office
Scarborough Parole Office
Sudbury Parole Office
Thunder Bay Parole Office

Timmins Parole Office
Toronto York Parole Office
Windsor Parole Office

Prairies Region

Correctional Staff College
Regional Psychiatric Centre
Bowden Institution
Drumheller Institution
Edmonton Institution
Rockwood Institution
Saskatchewan Farm Institution
Saskatchewan Penitentiary
Stony Mountain Institution
Altadore Centre
Grierson Centre
Osborne Centre
Oskana Centre
Portal House
Calgary Parole District Office
Edmonton Parole District Office
Regina Parole District Office
Winnipeg Parole District Office
Brandon Parole Office
Calgary Parole Office
Lethbridge Parole Office
Prince Albert Parole Office
Red Deer Parole Office
Saskatoon Parole Office
Thompson Parole Office
Yellowknife Parole Office

Pacific Region

Correctional Staff College
Regional Psychiatric Centre
Elbow Lake Institution
Ferndale Institution
Kent Institution
Matsqui Institution
Mission Institution
Mountain Institution
William Head Institution
Matsqui Trailers Day Parole Centre
Pandora Centre
Robson Centre
Abbotsford Parole Office
Chilliwack Parole Office
Kamloops Parole Office
Prince George Parole Office
Terrace Parole Office
Vancouver Parole Office
Vernon Parole Office
Victoria Parole Office
Whitehorse Parole Office

POLICY, PLANNING AND ADMINISTRATION BRANCH

The branch provides personnel, finance and administrative services that are common to all government departments. Details on the classes of records held by such administrative units may be found in the Standard Classes of Records section of this Register.

Manuals

- Commissioner's Directives
- Divisional Instructions

Communications Branch

The responsibilities of the branch are to promote understanding of the objectives, roles, policies and activities of the Correctional Service of Canada through effective internal and external communication; to project an accurate and positive image of the CSC; to develop an awareness of impending events, and appropriate strategies and communications skills for all CSC activities; to promote relationships with criminal justice-related agencies and volunteers; and to gain public support for the generally recognized goals of corrections.

Technical Services Branch

The branch maintains functional direction and control over material management, food services, institutional services, engineering, architecture and properties and general technical services.

Manuals

- Tools and Equipment Manual
- Techincal Services Manual

Engineering, Architecture and Properties Division

The division is responsible for the maintenance and protection of lands and buildings, the supervision of minor construction projects and the provision of utilities.

Food Services Division

The division provides meals for inmates and duty meals for staff.

Materiel Management Division

The division is responsible for the acquisition, storage and issue of equipment and materials for all activities in the institution.

Inspector General's Branch

This branch is responsible to the Commissioner for the accreditation of institutions and certain administrative and security enquiries, as well as the conduct of management, financial, staffing and classification audits.

Office of the Senior Deputy Commissioner

The Office is responsible to the Commissioner for the operations of the Correctional Service of Canada. It maintains functional direction and control over the Education, Training and Employment, Offender Programs, Medical and Health Care Services, and Security branches.

Education, Training and Employment Branch

The branch is responsible for the functional direction and control of inmate employment activities, providing work, training and educational opportunities to inmates and enabling them to find employment upon release, while helping to defray CSC costs through the manufacture and sale of over $7 million in goods. The functional direction covers 22 institutional schools, 28 workshops and five farms as well as forestry camps, construction and special projects. The branch also maintains liaison with other federal departments, provincial educational and vocational agencies, non-profit organizations and private industry.

Manuals

- Commissioner's Directives
- Divisional Instructions

Agri-business Division

The division is responsible for the development, functional direction and evaluation of CSC agricultural activities employing inmates, e.g., the operation of five institutional farms (beef, pork, fish, poultry, vegetables, fruit and dairy products); canning, slaughtering and other food processing; distribution systems; and horticulture.

Automated Document Processing Division

The division is responsible for the development, functional direction and evaluation of CSC automated document processing activities employing inmates, e.g., data capture, microfilm, marketing.

Education and Training Division

This division is responsible for the development, functional direction and evaluation of CSC education and vocational training services to inmates: the operation of 22 institutional schools, the provision of academic courses from literacy training to university degrees, as well as vocational training; professional standards and accreditation; trades and work placement; and institutional libraries.

Industries Division

The division is responsible for the development, functional direction and evaluation of CSC's industrial activities employing inmates: the operation of 28 industrial workshops, providing work and training opportunites for inmates while manufacturing goods for CSC institutions, individuals, government and non-profit organizations; product development; production management and quality control; finance; marketing.

Manuals

- Industries Operations Manual
- CORCAN Code Book

Inmate Resource Management Division

The division is responsible for overall program integration, e.g., work assignment boards, incentives, pay and benefits systems, accident prevention and safety standards.

Manuals

- Inmate Pay Manual

Special Employment Programs Division

This division is responsible for the development, functional direction and evaluation of special inmate employment activities, e.g., forestry operations and work camps, construction and renovation projects and inmate business.

OFFENDER PROGRAMS BRANCH

This branch is responsible for the functional direction and control of Chaplaincy, Case Management, Inmate Affairs and Social and Community Programs. It also maintains liaison with the National Parole Board, police forces, private after-care and provincial probation agencies.

Manuals

- Commissioner's Directives
- Divisional Instructions

Case Management Division

The division co-ordinates management and administration of the inmate's entire sentence, ensures that inmates receive maximum benefit from all available rehabilitative opportunities, maintains assessments on all federal inmates, and makes recommendations to the National Parole Board for conditional release through full and day parole.

Inmates are assigned to case management teams shortly after admission. These teams review all information on inmates and then develop individual program plans. These plans consider the inmate's needs and objectives, the services and activities in which the inmate will participate, and plans for eventual transfer or conditional release. Participation and progress are monitored and the inmate is informed of his or her assessment on a regular basis.

Manuals

- Case Management Manual
- Case Supervision Procedures Manual
- National Parole Service Procedures Manual
- Case Preparation Procedure Manual

Chaplaincy

The Chaplaincy is responsible for the development, functional direction and evaluation of religious services to inmates.

Manuals

- Chaplain's Manual

Inmate Affairs Division

The division is responsible for the development, functional direction and evaluation of inmate affairs activities to ensure fair and humane treatment, e.g., inmates' rights, complaints and grievances. In addition, it produces related booklets and investigates, hears and resolves inmates' complaints and grievances, through up to four decision-making levels.

Manuals

- Grievance Manual

Social and Community Programs Division

The division provides offenders with the opportunity for social, emotional, physical and personal development through recreation and physical fitness programs, hobbycraft programs, citizen participation programs, life skills courses, assistance programs for social and family relations and special programs to meet the needs of women, natives and other groups. Other important functions are the promotion of effective working relationships and the administration of policy on the use of private sector agencies.

Medical and Health Care Services Branch

The branch is responsible for the functional direction and control of medical and health care activities: the medical, psychiatric, dental, surgical and nursing care of inmates provided by CSC Regional Psychiatric and Health Care Centres as well as by public hospitals and private practitioners; hospital administration; liaison with medical and other professional associations in Canada and abroad; and bilateral negotiations and agreements with provincial governments on the provision of health care services.

Manuals

- Commissioner's Directives
- Divisional Instructions

- Medical and Health Care Services Policy and Procedure
- Nursing Manual

Policy, Planning and Evaluation Division

The division is responsible for the development and evaluation of branch policies and plans. It co-ordinates policy planning activities; operates performance measurement and other management information systems; audits research prosposals; and ensures the efficiency and confidentiality of health care information.

Major Projects and Adviser on Hospital Administration Division

The division is responsible for the planning and implementation of major projects, including preparations for the Second World Congress on Prison Medicine, and tendering systems for health care services provided by public hospitals and private practitioners. In addition, it provides professional advice on hospital administration.

Health Care Operations Division

The division is responsible for the development, functional direction and control of CSC nursing and paramedical activities, such as those at regional psychiatric centres and institutional health care offices; services provided by provincial hospitals and private practitioners; and for medical facilities, equipment and supplies.

Manuals

- Medical and Health Care Services Manual
- Nursing Manual

Security Branch

The branch is responsible for the functional direction and control of the Operational Security, Preventive Security and Inmate Population Management Divisions.

Manuals

- Security Manual

Operational Security Division

The division is responsible for the development, functional direction and evaluation of operational security activities, including contingency and emergency planning; the custody, escort and discipline of inmates; censorship and contraband control; disturbances; security equipment and electronic security systems; manning standards; security aspects of fire safety; security surveys; and crisis management.

Inmate Population Management Division

The division is responsible for the development, functional direction and evaluation of inmate population management activities, including accommodation control; interregional and international transfers; the provision and use of protective custody, segregation, punitive dissociation, special handling facilities and related dangerous inmate policies; the direction and control of the movement of inmates among these special facilties; and the maintenance of an inmate population management reporting system.

Manuals

- Case Management Manual

Preventive Security Division

The division is responsible for the development, functional direction and evaluation of preventive security activities, which include the collection, protection, analysis and reporting of intelligence information; preventive measures to safeguard the public, staff and inmates; maintaining the security of CSC property (other than institutions); and the conduct of security surveys and investigations.

Classes of Records

CPS/COM-005
Correspondence Management
Description: Information on policy and procedures in the handling of correspondence. *Topics:* Correspondence management — channels of communication, preparation of Treasury Board submissions and ministerial correspondence; signing authorities other than financial; processing of Commissioner's and Senior Deputy Commissioner's mail; inmate and anonymous correspondence; parliamentary matters — questions asked in the House of Commons, Minister's house book, ministerial enquiries, employment enquiries, liaison with Minister, Cabinet submissions, Minister's issues book and Personnel Branch input.

CPS/COM-010
Information Services
Description: Information on the administration of public affairs and relations. *Topics:* Address, mailing and distribution lists; biographies — media relations, press clippings, press releases, photographs, radio and television broadcasts, slides and films, corpus, administrative index, list of coming events; advertising — newspapers, magazines, periodicals, radio and television; articles, bulletins, guides, newsletters and manuscripts for publication; COMREP, exhibitions and fairs — displays and models; lectures and lecturers — Solicitor General, CSC personnel, officials of other government departments and agencies, Speakers Bureau.

CPS/COM-015
Books and Publications
Description: Information on the management of books and publications, including their printing, binding, editing, compilation, sale and distribution. *Topics:* Books and publications — printing and binding, editing, sale and distribution, requests for publications; individual — discussion, compilation, printing, distribution; Let's Talk, prison newspapers, Public Affairs Courier, Social Developer, Monday Morning Highlights, Inside/Outside, Telecom, Intercom.

CPS/COM-020
Enquiries
Description: Enquires made by members of the public, press or Parliament on the Correctional Service of Canada. *Topics:* Requests to interview officials or offenders; correspondence received on persons thought to be offenders or awaiting transfer to an institution. *Special Access Note:* Access requests for information on persons awaiting transfer to an institution should be made under the *Privacy Act*. All other access requests for this bank should be made under the *Access to Information Act*.

CPS/TSB-025
Technical Services
Description: Information on the management of technical services, including major construction projects and the provision of electronic and telecommunication services. *Topics:* Construction — codes and regulations; contracts — projects, individual contracts, design change requests; institutional performance specifications — educational facilities; programs — accelerated construction program, capital projects authorization and implementation system.

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CPS/TSB-030

Electronics and Telecommunications — General

Description Information on the provision of electronics and telecommunications services. *Topics:* Communications — Government Telecommunications Agency (GTA), call code cards, intercom and public address, automated office communications; radio and television — control radio, inmate radio and television (departmental and personal), two-way radio; telephone — directories, emergency directories, installations and relocations, commercial and departmental telephone system, long distance, intercity direct lines, conference telephone; teletype and Telex — facsimile, telegraphs.

CPS/TSB-035

Electronics and Telecommunications — Security

Description: Information on the acquistion and installation of security electronics equipment. *Topics:* Integrated Communication and Control System — sub-systems, acceptance test procedures, standard operation procedures (SOP), main communication and control posts (MCCPs); institutional detection and alarm call system — closed-circuit television (CCTV) switching logic, fire-smoke alarm, nurse call system, intrusion detection, STELLER system; electric-field fencing; Digital Automatic Video Intrusion Detection (DAVID), personal portable alarm, panic alarm, inmate cell call; technical surveillance — counter-technical intrusion inspection.

CPS/TSB-040

Facilities Planning

Description: Information on the planning of facilities. *Topics:* Public awareness program; five-year construction program; accommodation program 1980-90; chapel; community release centres; female accommodation health care centres; maximum, medium and minimum security; psychiatric centres; reception centres; special handling units; workshops; accommodations standards — building program element, executive summary; construction systems and materials — materials, plumbing, heating, ventilation, water supply, sewage and garbage disposal system and equipment, kitchen planning and equipment, cell design and furnishing; security and control systems — electric locking, manual locking and communication systems, security windows, screens, grills and barriers, perimeter security systems.

CPS/EAP-045

Engineering, Architecture and Properties

Description: Information on buildings and properties; accounting and inventories; real property, including acquistion and disposal; and the environmental protection program. *Topics:* Buildings and properties — signage program, heritage buildings and properties, photographs; accounting and inventories — Central Real Property Inventory, site plans; acquisition of real property — leases, expropriation, mobile trailers, proposed new sites; disposal of real property — notification of excess Crown property, report of surplus lands and buildings; environmental protection program — air pollution, water pollution, noise control, environmental assessment and review process, clean-up program.

CPS/EAP-050

Accommodation

Description: Information on all aspects of accommodation. *Topics:* Accommodation — offers of space, planning and requirements, office, staff colleges, staff housing, armouries, warehouses; recreation and training areas — baseball diamonds, handball and tennis courts, outdoor hockey arenas, shooting ranges, swimming pools; reports and statistics — cell accommodation reports, monthly project reports, departmental accommodation utilization reports, accommodation status reports.

CPS/EAP-055

Buildings

Description: Information on building administration and upkeep. *Topics:* Buildings — floor directives, bulletin boards, elevator services, use of facilities; alterations and repairs — requisition for services, Public Works Canada; damages; maintenance — hygiene and sanitation, painting program, spring and fall clean-up, preventive maintenance, roofs; maintenance standards.

CPS/EAP-060

Buildings — Fire Safety

Description: Information on all aspects of fire safety. *Topics:* Fire safety awards program and fire prevention week; fire investigation reports; fire protection agreements; fire protection engineering standards; fire drills; automatic sprinklers alarm system; fire loss analysis; Regional Fire Commissioners' inspection reports; Correctional Service Canada fire inspection reports.

CPS/EAP-065

Lands

Description: Information on the administration of lands. *Topics:* Lands — burial grounds and cemeteries, quarries, trespassing; concessions — easement, rights-of-way, cattle grazing privileges, lease-backs; development — site grading and levelling, farm land, reforestation; fencing, walls and towers; flood control; parking areas; roads, streets, sidewalks — snow removal.

CPS/EAP-070

Utilities

Description: Information on the provision of utilities. *Topics:* Utilities — refrigeration; conservation of energy — reports, solar energy, wood and waste products (biomass); electric power — electrical distribution system, emergency standby generators, floodlighting; garbage disposal — garbage dumps, incinerators; water and sewage — filtration and water treatment plant, plumbing systems, water mains, sewer and drains; water towers and reservoirs, wells.

CPS/EAP-075

Heating

Description: Information on the provision of heating utilities. *Topics:* Heating fuels — coal, diesel oil, fuel oil; natural gas; propane gas; wood; heating plants — boiler and furnace, performance monthly statements, boiler and pressure vessel inspection, boiler feed water treatment, boiler tune-up retrofit program, buried piping and tunnels, heating plant equipment; heating ventilation and air conditioning — heat distribution system, monitoring and control systems, ventilation, building environment control.

CPS/EAP-080

Vehicles

Description: Information on the management and provision of government-owned vehicles. *Topics:* Fleet management information system; credit card system; licence registration and insurance; maintenance and repairs; operating standards; recall notices; technical bulletins.

CPS/EAP-085

Vehicle Parking

Description: Information on vehicle parking. *Topics:* Regulations; application; permits.

CPS/FSD-090

Food Services

Description: Information on the supply of foodstuffs and the administration of the food services program. *Topics:* Foods — canned goods, fruits and vegetables, meat, fish and poultry, dairy products (includes milk, butter, cheese and eggs); food service program — ration scale, menu sheets, messing, Christmas bags, special diets, free meals.

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CPS/MMD-095

Materiel Management

Description: Information on overall materiel management. *Topics:* Equipment and supplies — agreements and guarantees; accounting and inventories — boards of survey, overages and shortages, stocktaking; catalogues, manuals, price lists — office equipment and supplies, tool and equipment manual; disposal and surplus — condemnation, transfer of material to other government departments, write-offs; drawings and specifications — buildings; industrial drawings; Canadian Government Specifications Board.

CPS/MMD-100

Equipment

Description: Information on the acquisition of equipment. *Topics:* Equipment on loan; photographic equipment; farm equipment and machinery; kitchen equipment; laundry equipment; physical education and recreation; audio-visual; fire safety; electronic equipment inventory; boiler equipment; data processing equipment — computers, computer terminals; maintenance and repairs — office appliances, electronics equipment, electronics maintenance test equipment, preventive maintenance; microfilming equipment — printer-reader, film; office appliances — calculating machines, tape recorders, typewriters, photocopying equipment, word processors.

CPS/MMD-105

Health Care Equipment

Description: Information on the acquisition of health care equipment. *Topics:* Dental, optical, physiotherapy, first aid kits; hospital equipment — beds (other than cell, dormitory, and household), X-ray, operating room; pharmaceutical — drugs, inspections by Health and Welfare Canada.

CPS/MMD-110

Institutional Services

Description: Information on the procurement services required by institutions. *Topics:* Clothing — officer clothing, inmate clothing (institutional), inmate clothing (discharge), report on stock of cloth for officers' uniforms; furniture and furnishings — kitchen smallware; cell and dormitory — beds and bedding, lighting fixtures, lockers, chairs, sofas; household — beds and bedding, chesterfields, chairs, sofas; office — filing cabinets and security shells, desks, tables and chairs, drapes and venetian blinds, wall furnishings (pictures, plaques); clothing and accommodation — cell and dormitory accommodation, clothing.

CPS/MMD-115

Procurement

Description: Regulations, instructions and procedures relating to procurement. *Topics:* Procurement — purchasing and requisitioning procedures and methods, Supply and Services Canada customer manual, scale of issue, tender lists; contracts; local purchase orders; requisitions; standing offer agreements.

CPS/MMD-120

Supplies

Description: Information on the purchase of supplies. *Topics:* Badges, emblems, crests, flags; training aids; supplies; returnable containers; building materials — hardware and paint, lumber and plywood, electrical, plumbing and pipefitting; cleaning and personal hygiene supplies — institutional cleaning supplies, inmate hygiene supplies; forms; requisitions; heating and cooking fuels — coal, furnace or stove oil, gas; motor fuels — gasoline, diesel fuel, oil and lubricants, antifreeze; shop supplies — cloth textiles, leather and bindings, hardware and paints, lumber and plywood, metals, welding supplies and chemicals; stationery.

CPS/IGB-125

Inspector General

Description: Information on liaison with the Correctional Investigator, management of audits and management of the accreditation program. *Topics:* Correctional Investigator's inquiries; special projects; management review — regional checklists; financial audits — annual financial audit report, quarterly report on financial audits; classification audits; staffing audits — Public Service Commission of Canada audits, anomaly reports, questionnaire and analysis; correctional standards — Commission on Accreditation for Corrections Inc. (U.S.), institutions, parole offices, community correctional centres, regional psychiatric centres, health care centres; administrative enquiries.

CPS/SDC-130

Operations

Description: Information on the operations of CSC in general. *Topics:* Youth Services crime prevention; relocation of federal female offenders.

CPS/SDC-135

Investigative Enquiries

Description: Records on investigations conducted by the Inspector General's or Policy, Planning and Administration branches, on incidents that have an adverse effect on the security or administration of an institution. *Topics:* Terms of reference for each incident including facts and recommendations; police reports; intelligence assessments; and information provided by offenders, staff, visitors and external organizations. *Note:* Used to prevent incident recurrences and to process claims against the Crown.

CPS/SDC-140

Penal and Correctional Enquiries

Description: Enquiries held to identify operational deficiencies in the Canadian Correctional System and to make recommendations for changes. *Topics:* Canadian Committee on Corrections — Mr. Justice Ouimet; Commission of Enquiry into the Non-medical use of Drugs; Correctional Planning Committee; Doukhobor problems; Fauteux Committee; Joint Committee of the Senate and House of Commons 1965; Justice and Legal Committee of the Senate and House; juvenile delinquents; Provost Commission on the Administration of Justice; Royal Commission on the Toronto Jail of Custodial Services; narcotics addiction; study of sexual and dangerous offenders.

CPS/SDC-145

Research

Description: Research in medical, psychiatric, psychological and socio-behavioural problems affecting CSC inmates and reports. *Topics:* Research Advisory Council; medical; psychiatric; psychological; nursing.

CPS/ETE-150

Inmate Employment

Description: Information on general matters pertaining to the employment of inmates both within the institution and externally while they are serving a sentence. *Topics:* Work assignments boards — grading; internal employment; external employment; ex-inmate enterprises.

CPS/ABD-155

Agriculture

Description: Information on the operation of CSC institutional farms, the management of animals, cannery operations and storage of fruits and vegetables, slaughter of cattle and the storage and distribution of meat. *Topics:* Agriculture — distribution of products, farm reports; animal husbandry — cattle, pigs, poultry, veterinary services; cannery operations; slaughterhouses.

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CPS/ADP-160
Automated Data Processing
Description: Information on automated data processing installations, customers and proposed customers, and production reports. *Topics:* Automated data processing — data capture, microfilm, postal, word processing; customers; reports — data capture, microfilm.

CPS/ETD-165
Education and Training
Description: General information on programs designed to improve the inmates' occupational skills. *Topics:* Academic and vocational training contracts; continuing professional education for education and training staff; teachers; educational testing — academic and vocational; development plan — education and training study; standards.

CPS/ETD-170
Academic Training
Description: Information on schools, university training, extramural courses. *Topics:* Correspondence courses; special education; Haldon-reading scheme; university degree program; computer-assisted learning; native studies.

CPS/ETD-175
Provincial Liaison and Accreditation
Description: Information on liaison with provincial governments on accreditation and issue of trades certificates, work placement.

CPS/ETD-180
Institutional Library Service
Description: Information on the administration of institutional library services.

CPS/ETD-185
Vocational Training
Description: Information on commercial training, manufacturing trades, small business courses. *Topics:* Commercial courses; apprenticeship and training; pre-employment training; horticultural training; computer technology and data processing; cooking and hospitality occupations.

CPS/IND-190
Industries
Description: General information on industrial operations.

CPS/IND-195
Marketing
Description: Information on the development of markets and products. *Topics:* Marketing; market development — cataloguing of products, development and distribution of literature, after-sales service, non-customer complaints, product promotion — showroom, product coding, promotional aids; product development — product costing, price change requests, drawings and specifications, packaging, safety, identification; Correctional Service Canada products; furnishings; maintenance equipment; modular housing; Post Office equipment; recreation and sports equipment; services; specialized equipment; storage and packaging of products; aids for the handicapped.

CPS/IND-200
Sales
Description: Information on the sale of products made by inmates. *Topics:* Marketing sales; product samples; authorized individuals; federal departments and agencies; municipal governments; non-profit organizations; provincial departments and agencies; religious organizations; schools.

CPS/IND-205
Production Program
Description: Information on manufacturing, inventory control, quality control and quality assurance of products manufactured by CSC. *Topics:* Production control — inventory of manufactured goods, advance orders, purchase of materials, order forms, manufacturing authorities, notice of shipment; quality control — inspection plans, in-process inspections, final inspection, customer complaints; quality assurance.

CPS/IND-210
Reports and Statistics
Description: Administrative reports and statistics on industrial operations. *Topics:* Inspection reports — quarterly; progress reports on industrial orders; progress reports on clothing and footwear; reports of industrial capacity; summary of industrial revolving fund; sales reports; program situation report; monthly activity report.

CPS/IND-215
Shops
Description: Information on the organization, administration and layout of industrial shops.

CPS/IRM-220
Benefits, Incentives and Pay Administration Plan
Description: Information on inmate pay, bonding and unemployment insurance, work incentives and the pay administration plan. *Topics:* Benefits — bonding of inmates, remuneration, unemployment insurance, Workman's Compensation; incentives; Inmate Employment and Pay Administration Plan — operations, employment and opportunities, classification and compensation, work standards, pay systems, employment and pay information system.

CPS/SEP-225
Work Opportunities
Description: Information on the administration of work opportunities for inmates. *Topics:* Entrepreneurial activities; Canada Works Economic Growth Component; inmate labour on construction projects; projects involving private sector; bush operations — tree nursery reforestation; Employment and Immigration Canada economic growth component; co-ops; institutional services.

CPS/CMD-230
Case Management
Description: Information on the development of a program plan for the offender. *Topics:* Pre-sentence and post-sentence report; classification of inmates — classification questionnaire, cascading of inmates, individual program planning.

CPS/CMD-235
Living Unit
Description: Information on regulations and implementation of the living unit program. *Topics:* Therapeutic community; living unit and human relations — "The Owl Grid/la Grille Hibou", living unit class proposal.

CPS/CMD-240
Policy and Procedures
Description: Information on the development of general policies and procedures. *Topics:* Co-operation and liaison with the provinces — deportation; Case Management Manual.

CPS/CMD-245
Policy and Procedures — Community Release
Description: Information on the development of policies and procedures in preparation for community release. *Topics:* Community Correctional Centre directors' conference; inmate manual; community banking; parolee assistance loan fund; deportation; parole — parole offices as releasing institutions, medical insurance for

parolees and ex-inmates; programs — Case Management Manual, Chapter 17.

CPS/CMD-250
Release
Description: Information on case preparation for release and case supervision after release. *Topics:* Release of inmates; absences — temporary, festive season, escorted, unescorted; discharge; parole — community release, temporary detainees, post-release programs — temporary absence, day parole, parole, mandatory supervision, signing authority for warrants, case supervision procedures manual; pre-release programs — intensive pre-release project, temporary absence, day parole, parole, mandatory supervision, case preparation procedures manual.

CPS/CMD-255
Operations and Quality Control
Description: Information on quality control, quantitative and qualitative performance in district offices and application of policy and procedures in the region. *Topics:* Reclassification study; quality control and procedure review — audits, board complaints, concerns and comments, inmate enquiries and issues on case management, community enquiries and issues on case management, warrant control records, NPS procedures manual — proposed amendments, Case Management Manual, quality control checklists.

CPS/CMD-260
Sentence Administration
Description: Documentation of inmates on admission and release, computation of sentences, remission. *Topics:* Admissions — admission of foreign nationals; documentation of inmates received from provincial prisons; scar notification; interpretation of sentence; auditing of inmate files; numbering of inmates; fingerprinting and photographing of inmates; expiration of sentence; earned remission; statutory remission; discharge; death — suicides.

CPS/CHA-265
Chaplaincy
Description: Information on programs designed for the spiritual well-being of inmates. *Topics:* Interfaith committee on Chaplaincy; special diets; Chaplaincy — Protestant, Roman Catholic, relations with diverse faith groups, retreats, Chaplain's Manual.

CPS/IAD-270
Inmate Affairs
Description: Information on the management of inmate affairs. *Topics:* Welfare — counselling; inmate organizations; legal affairs — legal aid; ombudsman, inmate rights and responsibilities, administrative boards, United Nations general principles for persons in prisons; inmate affairs — inmate participation in management; inmate committees; grievances — individual grievances, group grievances, reports, grievance manual, inmate manual.

CPS/SCP-275
Social and Community Programs
Description: Information on special programs to meet the needs of specific groups of offenders and on the administration of financial programs. *Topics:* Finance — community banking, monetary assistance to inmates and dependents, parolee assistance loan fund, trust fund, welfare fund, travelling and living expense allowance, allowances to offenders; programs — long-term offenders, regional reception centre, diversion, contact, husband and wife offenders, senior citizen offenders, sexual offender program.

CPS/SCP-280
Community Relations and Special Projects
Description: Information on working relationships with private sector agencies such as the John Howard and Elizabeth Fry societies for services such as parole supervision and residential services. *Topics:* Associations — aftercare services contracts; grants to aftercare agencies.

CPS/SCP-285
Citizens' Advisory Committee
Description: Information on policy formulation, planning, minutes and recommendations of the Citizens' Advisory Committee. *Topics:* Draft Cabinet Document 216; memberships and appointments; national conference of Citizens' Advisory Committees (CACs) — constitution; minutes, recommendations; progress reports; National Executive Committee of CACs — minutes.

CPS/SCP-290
Community Residential Centres
Description: Information on the operational aspects of community correctional centres and community residential centres for parole supervision; includes provincial liaison. *Topics:* Guidelines for community residential centres (CRCs); directory; report on CRC usage; national standards for CRC Task Force; use of Parole Board seal; annual evaluation of CRC and agencies; community assessment and parole supervision — provincial.

CPS/SCP-295
Programs
Description: Information on parole supervision programs. *Topics:* Private homes; services to families of offenders; Square One.

CPS/SCP-300
Special Projects
Description: Information on special projects for the development of programs. *Topics:* Brantford community team; correctional employment related services(CER); outreach project; converse; colloques des ressources communautaires; co-ordinated computerized community residential centre (CRC); program evaluation; Citizen Action Group (Hamilton) employment project; Détenus bénévoles; Exdeltra Inc.; Family Visiting Programs; HELP Program — Frontier College; life skill project — Prairies; inmate employment service — Prince Albert film; parolees — supervision cases — John Howard Society of Metropolitan Toronto.

CPS/SCP-305
Volunteers
Description: Information on the general public and inmates as volunteers. *Topics:* Awareness program; Hamilton volunteer project; insurance; policy development; recognition of volunteers as sponsors in temporary absence and pre-release; Family Visiting Project — accommodation, female offenders, international programs, review board, statistics, comments from outside organizations.

CPS/SCP-310
Female Offenders
Description: Information on special programs to meet the needs of the female offender. *Topics:* Relocation of female offenders; provincial co-operation — administration of Prison for Women, Elizabeth Fry societies, federal female inmate relocation project-advisory group, federal-provincial committee on the female offender, national advisory committee on the female offender, national planning committee on the female offender, female accommodation, programs for female offenders.

CPS/SCP-315
Native Offenders
Description: Information on special programs to meet the needs of the native offender. *Topics:* Associations; native offenders — Inuit, placement in camp locations, Burwash Native People's Project, alcohol and drug abuse by natives, Native Crime and Justice Commission.

CANADIAN PENITENTIARY SERVICE

CPS/SCP-320
Social and Cultural Development
Description: Information on programs designed to enhance the inmate's social, cultural and physical development. *Topics:* Associations; entertainment — concerts and shows put on by inmates, hobbycraft, movies and television, sports activities put on by visiting athletes, concerts put on by visiting groups; physical eduction and recreation — physical fitness testing, standards, minimum security institutions, medium and maximum security institutions, inter-institutional sports day, exceptional people's olympiad; social development programs — transcendental meditation, resource exchange project, life skills, long-term offender project (SSEAP), Ontario volunteer programs; draft Cabinet document — social and cultural development.

CPS/HCO-325
Health and Hygiene
Description: Information on general matters pertaining to the cleanliness and physical well-being of inmates. *Topics:* Accident reports — inmate; barbering; bathing; change room; laundry; occupational therapy.

CPS/HCO-330
Dental Services
Description: Information on dental care provided to offenders and dental laboratories.

CPS/HCO-335
Medical Services
Description: Information on the medical care of inmates. *Topics:* Hospital insurance; medical insurance for parolees and ex-inmates; medical statements; Medical Services Manual; Nursing Manual; nursing; Canadian Hospital Directory; immunization of inmates; drug abuse testing; transsexuals; reception; chest X-rays.

CPS/HCO-340
Psychiatric Services
Description: Information on psychiatric care of inmates. *Topics:* Certification procedures for admission; sex offender treatment.

CPS/SBR-345
Security
Description: General information on the security of institutions. *Topics:* Correctional officer field notebook; key control; monthly security briefing; penitentiary officer's handbook; Security Branch issues book; Security Manual; tool control; classification of CSC institutions.

CPS/OSD-350
Operational Security
Description: Information on general operational security of the institutions. *Topics:* Inmate count; patrol dogs; penitentiary officers' handbook; monthly security briefing; supervision of inmate leisure time activities; Security Manual; flying over institutions; preservation of evidence at the scene of a crime.

CPS/OSD-355
Contingency Emergency Plans
Description: Information on action to be taken in the event of any emergency causing a disruption of the institutional routine and operational activity. *Topics:* Civilian assistance; military assistance; RCMP assistance; emergency response teams; riots and major disturbances; bomb threats; procedures during labour disputes; Operations Centre, National Headquarters.

CPS/OSD-360
Contraband and Dangerous Substances
Description: Information on the entry into or discovery of unauthorized material in institutions, and the control of dangerous substances within the institution. *Topics:* Dangerous substances; drugs; searches (inmates, staff, visitors); body cavity searches; butane lighters; gerbil drug detection; reports and bulletins from other agencies; statistics; tool control; weapons.

CPS/OSD-365
Discipline, Punishment, Segregation
Description: Information on segregation, dissociation and disciplinary measures to be taken in order to maintain institutional routine. *Topics:* Bulletins and publications — foreign jurisdictions; corporal punishment; dissociation; study groups; recording and reporting system; sensory deprivation; use of force; segregation; segregation — monthly administrative review; independent chairperson, workshops and appointments; resignations; fees.

CPS/OSD-370
Emergency Planning
Description: Information on policies and plans for the continuation of the Department's operations in the event of an emergency. *Topics:* Accommodation; internment of subversives; national shelter program; nuclear survival; snow emergencies; training; Exercise Wintex; Exercise Bold Step 82; nominated officials; circulars, publications, reports.

CPS/OSD-375
Security Equipment
Description: Information on the selection and use of security equipment. *Topics:* Restraint equipment; scale of issue; regional and institutional emergency response teams; theft or loss of security equipment; contraband screening — X-ray, metal detectors, narcotics identification kits; integrated communication and control system — subsystems, acceptance test procedures, standard operation procedures; main communication and control posts; institutional detection, alarm and call systems — closed-circuit television (CCTV) switching logic, fire-smoke alarm, nurse call system, intrusion detection, STELLER system, electric field fencing, Digital Automatic Video Intrusion Detection (DAVID), personal portable alarm, panic alarm, inmate cell call; technical surveillance — counter technical intrusion inspection; weapons — registration of firearms, weapons inventory, ammunition, rifles and revolvers, riot tear-gas, shields.

CPS/OSD-380
Surveys and Reviews
Description: Information on inadequacies in security operations.

CPS/OSD-385
Hostage Taking
Description: Information on the management of hostage-taking situations. *Topics:* Guidelines for the behaviour of hostages; services to families of hostages; statistics.

CPS/IPM-390
Inmate Population Management
Description: Information on procedures for managing the inmate population. *Topics:* Escorting of inmates; transportation of inmates by air; protective custody units; special handling units; dangerous offenders — most dangerous, weekly report, murderers, sex offenders.

CPS/IPM-395
Transfers
Description: Information on the actual movement of inmates or groups of inmates. *Topics:* Insane inmates; transfer to community correctional centres (CCCs) and community residential centres (CRCs); transfer between regions; transfer to and from provinces; international transfer to and from Canada; international transfers of provincial inmates.

CANADIAN PENITENTIARY SERVICE

CPS/PSD-400
Preventive Security
Description: Information on preventive security. *Topics:* Security in the Public Service — Cabinet Document 35; building security — access control, fire and emergency evacuation, locks, locking devices and issuing of keys; protection services — Corps of Commissionaires; identification — ID cameras, inmates, parolees, staff, damage, loss and recovery, fingerprinting.

CPS/PSD-405
Incidents
Description: Information on incidents in institutions. *Topics:* Assaults; contraband; death; fires; major incidents; minor incidents; escapes and recaptures — escapes from escort, plans apprehended, Operation Earthworm, reports, statistics, studies; injuries — accidental, attempted murder, attempted suicide, self-inflicted; use of force — gas, physical, weapons.

CPS/PSD-410
Information and Intelligence
Desciption: Information on activities considered to have intelligence significance in the maintenance of good order within the institutions; also intelligence information of benefit to law enforcement and correctional agencies. *Topics:* Inmate witnesses from foreign jurisdictions; interrogations; organized crime; organized crime — Quebec; profiles — inmate; staff labour problems; special cases; terrorism; threats and demonstrations; bulletins, publications — bulletins and reports from law enforcement agencies, inmate newsletters, radical books and publications, security bulletins, SINTREP — daily and weekly, summaries, synopsis, evaluations.

CPS/PSD-415
Personnel Security Program
Description: Information on the administration of the personnel security program involving clearances of personnel and individual security clearance case files. *Topics:* Clearance of personnel; individual security clearance case files; criminal indices check; employment of homosexuals.

CPS/PSD-420
Security of Information
Description: Information on the administration of security regulations for the handling and storage of documents, exchange and release of information. *Topics:* Classification of correspondence and documents; release of information; breaches of security; confidentiality of medical and psychiatric reports; medical information administrative summary; EDP security; document storage.

CPS/PSD-425
Visits and Correspondence
Description: Information on inmate visitors, the censorship and monitoring of inmate correspondence, reading material, telephone communication. *Topics:* Censorship; conjugal visits; correspondence and gifts; telephone communication; visiting; screening of visitors.

CANADIAN RADIO-TELEVISION AND TELECOMMUNICATIONS COMMISSION

Chapter 27

CANADIAN RADIO-TELEVISION AND TELECOMMUNICATIONS COMMISSION

CANADIAN RADIO-TELEVISION AND TELECOMMUNICATIONS COMMISSION (CRT)

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015 Advertising Content
020 Policy Evaluation and Regulation Development
025 Ownership of Broadcasting Undertakings
030 Technical Briefs
035 Economics and Marketing

COMMISSION SECRETARIAT (SEC)

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ACCESS TO INFORMATION
CO-ORDINATOR
CANADIAN RADIO-TELEVISION
AND TELECOMMUNICATIONS
COMMISSION
5th FLOOR, CENTRAL BUILDING
LES TERRASSES DE LA CHAUDIÈRE
1 PROMENADE DU PORTAGE
HULL, QUEBEC
K1A 0N2

CANADIAN RADIO-TELEVISION AND TELECOMMUNICATIONS COMMISSION

Background

The Canadian Radio-television and Telecommunications Commission (CRTC) is an independent public authority established by Parliament in 1968 as a successor to the Board of Broadcast Governors, an earlier regulatory agency. Its mandate was to regulate and supervise all aspects of the Canadian broadcasting system. These responsibilities were enlarged in 1976 by the *Canadian Radio-television and Telecommunications Commission Act*, under which the Commission assumed responsibility for regulating telecommunications carriers within federal jurisdiction.

Laws and Regulations

- Canadian Radio-television and Telecommunications Act (1976), which amended the Broadcasting Act (1968)
- AM, FM and TV Broadcasting Regulations
- Cable TV Regulations
- National Transportation Act
- Railway Act

Overall Responsibilities

The CRTC regulates both public and private broadcasters. It has the power to issue, renew, amend, suspend or revoke licences, and to set any conditions of licence it feels necessary. With respect to federally regulated telecommunications carriers, the CRTC has the power to ensure that the rates charged by the carriers are just and reasonable, and that rates and tariffs are not unjustly discriminatory. The Commission's approval is also required for traffic agreements and capital stock issues.

In order to fulfil its mandate, the CRTC collects a variety of information on applicants and existing licensees operating broadcasting undertakings (cable, radio and television) across the country. Financial and operating information is collected on a yearly basis in annual returns filed under the *Statistics Canada Act*. Programming on radio and television is monitored, and operating stations submit detailed program logs every year. In the course of the public hearing process, information concerning the applications being heard is made available for public examination as outlined in the CRTC Rules of Procedure. These public files include the text of any intervention made by anyone wishing to express views with respect to particular applications or issues raised in public hearings. In telecommunications hearings, interrogatories and other more formal practices may be carried out, as outlined in the CRTC Telecommunications Rules of Procedures.

The Commission receives complaints and enquiries from specific individuals and corporations regarding both broadcasting and telecommunications. Grants and contributions were occasionally made through the Commission's research branch. This program has been temporarily abandoned.

General Information

General information can be obtained either in person, by telephone, or by writing to the following services at the CRTC headquarters, Central Building of Les Terrasses de la Chaudière, la Promenade du Portage, Hull, Québec.

Library

2nd Floor
CRTC
Ottawa, Ontario
K1A 0N2
Telephone: (819) 997-4484

Public Examination Room

2nd Floor
CRTC
Ottawa, Ontario
K1A 0N2
Telephone: (819) 997-2429

Information Services

5th Floor
CRTC
Ottawa, Ontario
K1A 0N2
Telephone: (819) 997-0313
Visual Ear: (819) 997-0423

Regional Offices

The CRTC maintains four regional offices to establish the Commission's presence in the community. These offices provide a link between the Head Office and the licensees, provincial and municipal governments, local groups, and the public.

In addition to searching out areas needing new broadcasting services, and assessing existing services, the regional offices are available to provide general information and assistance to the public, applicants, interveners and licensees in the regions.

Atlantic Region

Director General
Canadian Radio-television and Telecommunications
Commission
Barrington Tower, Room 428
Scotia Square
Halifax, Nova Scotia
B3J 2A8
Telephone: (902) 426-7997

Québec Region

Director General
Canadian Radio-television and Telecommunications
Commission
Complex Guy Favreau, East Tower
200 Dorchester Boulevard West
6th Floor
Montréal, Québec
H2Z 1X4
Telephone: (514) 283-6607

Midwest Region

Director General
Canadian Radio-television and Telecommunications
Commission
Kensington Building
275 Portage Avenue
Winnipeg, Manitoba
R3B 2B3
Telephone: (204) 949-6306

Pacific Region

Director General
Canadian Radio-television and Telecommunications
Commission
701 West Georgia Street
Suite 1130
Box 10105
Vancouver, British Columbia
V7Y 1C6
Telephone: (604) 666-2111

Major Publications

The CRTC's publications are listed in its Annual Report. They are either priced, that is, available from the Canadian Government Publishing Centre, Supply and Services Canada, Hull, Quebec, K1A 0S9, or a bookseller dealing in government documents, for the price indicated next to the title; or available free of charge from the CRTC Information Services, Ottawa, K1A 0N2.

Glossary of Key Terms

Broadcasting — any radio communication in which the transmissions are intended for direct reception by the general public

Radio communication — any transmission, emission or reception of signs, signals, writing, images, sounds, or intelligence of any nature, by means of electromagnetic waves of frequencies lower than 3,000 Giga-cycles per second, propagated through space without artificial guide

Telecommunications — any transmission, emission or reception of signs, signals, writing, images, sounds, or intelligence of any nature, by wire, radio, visual or other electromagnetic system

Intervention — a written statement submitted by any person (intervener) who is interested in any application for the purpose of supporting, opposing or modifying it

Tariff — any publication containing rates, charges, rules, regulations, conditions, specifications or requirements related in any way to the furnishing of telecommunications services or facilities, to any person, by a regulated company

Access Procedures

All requests made to the CRTC under the *Access to Information Act* should be addressed to

Access to Information and Privacy Co-ordinator
Canadian Radio-television and Telecommunications
Commission
5th Floor
Central Building
Les Terrasses de la Chaudière
1 Promenade du Portage
Hull, Québec
K1A 0N2
Telephone: (819) 997-4427

Broadcasting Directorate

The directorate is responsible for carrying out the work of the Commission in all matters relating to the broadcasting industry.

Broadcast Operations Branch

The branch is comprised of seven units. The five regional units (Atlantic, Québec, Ontario, Prairies and Pacific and Northern) gather and analyze the information needed to issue, deny, amend, renew or revoke licences for a particular region. Applications are analyzed by specialists from various disciplines to ensure that policy concerns are being addressed. In particular, broadcast programming proposals are reviewed and assessed for compliance with CRTC policies and regulations. A sixth unit, Financial and Corporate Affairs, assesses the financial, economic, and ownership aspects of these proposals. It also determines suitable cable television subscription rates. The seventh unit, Broadcast Development, studies the desirability and viability of new or expanded services, with special emphasis on their marketing aspects and the goals of the *Broadcasting Act*.

Broadcast Policy Planning and Analysis Sector

The sector is composed of five staff branches: Radio Policy; Television Policy; Cable and Specialty Services Policy; Technical Planning and Analysis; and Industry Analysis. The sector provides advice to the Commission on certain operational aspects of the broadcasting industry, its policies and regulations. Issues may be studied by representations from the industry, the public, other agencies, or by the Commission's monitoring of the broadcasting system. This research helps to develop plans for new and alternative services to under-served regions of Canada, and it helps to develop suitable rate structures for cable television systems. The branch represents the Commission on interdepartmental and international committees concerned with broadcasting. It also assists the Commission in determining future broadcasting priorities and plans.

Broadcast Co-ordination Branch

The Branch is composed of three sectors: Decisions, Public Hearings, and Correspondence and Complaints. The Branch controls the timely issuance of all CRTC public statements and decisions related to broadcasting. Its functions include public organization and administration in accordance with the broadcasting rules of procedure; drafting CRTC rulings and policy statements and responding to briefs, letters, interventions, written enquiries and complaints received by the Commission. It is also responsible for the preparation of CRTC public notices or notices of public hearing for broadcasting.

Commission Secretariat

This is the official point of contact between the Commission and the public. The Secretariat co-ordinates Commission activities commonly utilized by both the broadcasting and telecommunications sectors. The Secretariat has seven main functional units.

Planning and Scheduling Directorate

The Directorate oversees the Planning and Scheduling Branch the Proceedings Section, as well as the administration of the *Access to Information Act* and *Privacy Act*. It is responsible for the orderly registration and scheduling of applications, as well as the record-keeping function for all Commission deliberations.

Information Services

Information Services is responsible for all CRTC public relations activities, as well as the production and distribution of CRTC publications.

Regional Offices

The four regional offices provide an official CRTC presence in the various regions of Canada to advise headquarters of the concerns of interested parties in their region, and provide information to provincial governments, the industry, the academic community and the public.

Finance and Management Services Branch

This Branch provides financial, program planning, management and administrative services to ensure the most effective operation of the Commission and the most cost-effective and efficient development and use of new services and facilities. It collects broadcast licence fees and helps to formulate licence fee regulations.

Personnel Branch

The branch advises the Chairman and branch directors on all aspects of personnel and special program administration, such as Affirmative Action.

Corporate Audit and Review Branch

This branch contributes to the annual estimates, performs internal audits (financial, compliance, operational), and evaluates program effectiveness. It also studies and reviews regulatory reform.

Corporate Information Branch

The Branch co-ordinates data processing activities for the Commission and maintains a library for communications industry information in Canada.

Telecommunications Directorate

The primary concern of this directorate is the regulation of telecommunications carriers under federal jurisdiction. It ascertains that rates are just and reasonable and that services and facilities are offered under proper conditions — without discrimination, undue preference or advantage. The three branches under the directorate assess tariffs and agreements filed for approval by carriers; assist the Commission in the development of regulatory policies, decisions and orders; and identify and analyze regulatory issues stemming from individual applications or major hearings.

Economic, Social and Technical Analysis Branch

This branch analyzes individual tariffs, service cost, market structure; current and future regulatory issues, service quality and the social and economic effects of rate increases. Technical analysis is provided when assessing the carriers' construction programs and the depreciation, renewal and amortization of their equipment. It also offers technological advice.

Financial Analysis Branch

This branch is concerned with the financial aspects of rate regulation and the carriers corporate activities; statistical analysis; accounting; and auditing carrier activities. The branch is also responsible for the Cost Inquiry Phase III.

Operations Branch

This branch plans and co-ordinates telecommunications staff agendas; receives and schedules applications; advises applicants on proper procedure and formulates, drafts and edits public notices, orders and decisions issued by the Commission. The branch is responsible for subscriber complaints and enquiries.

Legal Directorate

The CRTC's general counsel and staff provide legal services to the Commission concerning the interpretation and implementation of the *CRTC Act*, and *Broadcasting Act*, the various acts on telecommunications, statutory instruments made pursuant to these acts, and the related federal and provincial legislation. Counsels advise the Commission of the legal implications of policy matters, conduct questioning, and advise on procedural matters at public hearings. They also make recommendations and carry out legal proceedings instituted by or against the Commission.

Strategic Planning Directorate

This unit reports directly to the Chairman. It is charged with implementing a strategic planning system within the CRTC to determine the Commission's priorities and allocate resources to meet these priorities; co-ordinating strategic planning activities in the Broadcasting and Telecommunications Directorates and conducting environmental scanning and analyses.

Classes of Records

CRT/BRO-005
Canadian Program Recognition
Description: Information on the recognition by CRTC of programs considered to be Canadian in content. *Topics:* Canadian content analysis; Canadian talent reports from media; programming production; program categories. *Retrievability:* Files arranged by call sign (broadcasting) and location (cable).

CRT/BRO-010
Political (Economic) Broadcasts
Description: Information on political broadcasting. *Topics:* Reports on political broadcasting; election summary reports; correspondence on the coverage of political issues on radio and television. *Retrievability:* Files arranged by date of broadcast.

CRT/BRO-015
Advertising Content
Description: Information on the content of advertising on radio and television. *Topics:* Complaints; program logs; Canadian content questionnaires; compliance with policies and regulation; pre-clearance of scripts; production houses; particular types of advertising — political, religious, advocacy, feminine hygiene. *Retrievability:* Files arranged by subject or licensee organization. *Storage Media:* Paper and computer tapes for programming logs.

CRT/BRO-020
Policy Evaluation and Regulation Development
Description: Information on the development and evaluation of CRTC policies and regulations in the areas of broadcasting and cable television. *Topics:* Television regulations; radio regulations; FM policy; cable regulations; Canadian content; Canadian programming production; pay television; religious broadcasting; sports broadcasting; balance in programming; copyright; other policy issues of concern in the Commission. *Retrievability:* Files arranged by subject or by licensee.

CRT/BRO-025
Ownership of Broadcasting Undertakings
Description: Information on the ownership history of radio, televison and cable television undertakings. *Topics:* Principal shareholders and holdings; control; multiple ownership; administrators and executives; and security companies. *Retrievability:* Files arranged by licensee.

CRT/BRO-030
Technical Briefs
Description: Technical information supplied to the Commission in the form of engineering briefs concerning the establishment of new, or modification to existing, radio and television stations. *Topics:* Applicant, station identification; location of transmitter; population and households covered by signal; channel frequency and power; signal interference; other relevant engineering data. *Retrievability:* Files arranged by medium and location.

CRT/BRO-035
Economics and Marketing
Description: Marketing analyses of communities to assess the economic viability of new broadcasting undertakings in these communities. *Topics:* Demographics, audience statistics; financial and technical statistics on licensed stations in area; marketing analysis. *Retrievability:* Files arranged by location of community.

CRT/SEC-040
Processing of Applications
Description: Information on broadcasting and cable applications. *Topics:* Public hearing decisions, notices; programming evaluations; program schedules; media visit reports. *Retrievability:* Files arranged by call sign (broadcasting) and location (cable).

CRT/SEC-045
Correspondence on Programming
Description: Correspondence on programming between broadcasters, cable operators, the public and the Commission. *Topics:* Complaints, program schedules; applications, equipment surveys; community programming on cable; correspondence on programming in general. *Retrievability:* Files arranged by call sign (broadcasting) and location (cable).

CRT/SEC-050
Interventions
Description: Information on interventions received by the CRTC to support, oppose or modify an application. *Topics:* Name, address and telephone number of intervener (or his agent); text of intervention; and related correspondence. *Retrievability:* Files arranged by applicant name or by data and location of public hearing.

CRT/SEC-055
Broadcasting Decisions
Description: Complete computerized index of all applications to the CRTC; also broadcasting and cable decisions. *Retrievability:* Files arranged by decision number, licensee name, public hearing location.

CRT/SEC-060
Intergovernmental Affairs
Description: Correspondence between CRTC and other federal and provincial government departments. *Topics:* Cable matters; telecommunications information; common carriers; official languages. *Retrievability:* Files arranged by government department.

CRT/SEC-065 *Formerly Identified as:* CRT/COR-065
Financial and Operating Statistics and Licensees
Description: Financial information and other operating statistics submitted on an annual basis by licensees in forms known as Annual Returns, collected under the *Statistics Act*. *Topics:* Ownership; management officers; income statements — revenues, expenses and profits; balance sheets; assets; depreciation; debt and equity securities; monthly cable rates and installation charges; subscriber counts and operating statistics on cable television. *Retrievability:* Files arranged by call sign and medium.

CRT/SEC-070 *Formerly Identified as:* CRT/COR-070
Research Grants and Contributions
Description: Information on applications for research grants and contributions. *Topics:* Name and address of applicant; outline of objectives of project; operational plan for carrying out the project; breakdown of total resources required; other sources of funding; period over which project extends; ultimate benefits to be derived from the project; referee report prepared by a research branch member.

CRT/SEC-075 *Formerly Identified as:* CRT/COR-075
Research Documentation
Description: Documentation on broadcasting and telecommunications. *Topics:* Acts of Parliament; advertising; air of death; annual reports; audience analysis; bibliography; British Broadcasting Corporation (BBC); broadcasting; Bureau of Broadcast Measurement (BBM); cable; Canadian Broadcasting Corporation (CBC); Canadian content; Canadian culture; CRTC; children; cinema; communications; community stations; consumerism; content analysis, content hearings; educational television; U.S. Federal Communications Commission (FCC); fiction; Frye, Northrop; Grierson, J.; history of broadcasting; Innis, H.A.; leisure; "Market Facts"; miscellaneous monitoring; multiculturalism; music and record industry; National Film Board (NFB); Ontario Educational Communications Authority (OECA); Ontario Institute for Studies in Education (OISE); pay TV; policy; population; press; printing; production industry; program types; radio; reference; satellites; senior citizens; sociology; speeches; Spry, G.; systems; technology; telecommunications; television; Television Assessment Program (TAP); video production; violence and women. *Retrievability:* Files arranged by author's name and subject matter. *Storage Medium:* Video tapes.

CRT/SEC-080 *Formerly Identified as:* CRT/COR-080
Commission Proceedings
Description: Information on Commission proceedings dealing with broadcasting and telecommunication matters. *Topics:* Public notices; public announcements; decisions; circular letters; telecommunications orders; and public hearing transcripts. *Retrievability:* Files arranged by applicant, date, and location of public hearing. *Storage Medium:* Public hearing transcripts available on microfilm.

CRT/SEC-085 *Formerly Identified as:* CRT/COR-085
Statistical Information
Description: Information on all aspects of broadcasting and telecommunications in Canada. *Topics:* AM and FM radio; television and cable television; advertising; licensing; programming; pay television; telephone services; telecommunications carriers; communications satellites; demographics.

CRT/SEC-090 *Formerly Identified as:* CRT/COR-090
Regulations and Policies
Description: Information on policy issues, regulations and rules of procedure. *Topics:* Ownership policy; amendments to regulations; interpretation of regulations.

CRT/SEC-095 *Formerly Identified as:* CRT/COR-095
Broadcasting and Cable Industry Statistics
Description: Financial and operational statistics on the broadcasting and cable industries. *Topics:* Financial and operational data — radio, television and cable undertakings. *Retrievability:* Files arranged by licensee, location and year. *Storage Medium:* Computer.

CRT/SEC-100 *Formerly Identified as:* CRT/COR-100
Broadcasting Technical Database
Description: Technical information on operating television and radio stations. *Topics:* Coverage areas; frequency; power; other technical parameters. *Retrievability:* Files arranged by location and licensee. *Storage Medium:* Computer.

CRT/SEC-105 *Formerly Identified as:* CRT/COR-105
Television Program Logs
Description: Information on television program logs. *Topics:* Origin of program; category of program; other data obtained from station logs. *Retrievability:* Files arranged by station and year. *Storage Medium:* Computer.

CRT/SEC-110 *Formerly Identified as:* CRT/COR-110

Licensing, Planning and Control Database

Description: Information on the processing of applications, scheduling of public hearings and licensed radio, television and cable undertakings. *Topics:* Licensees, applications, decisions, public hearings. *Retrievability:* Files arranged by public hearing date, location, applicant, type of application and date in the case of processing of applications; licensee information retrievable by location, name, decision number, expiry date, public hearing, language, program source, network affiliation; public hearing information filed by date and location. *Storage Medium:* Computer.

CRT/SEC-115 *Formerly Identified as:* CRT/COR-115

Telecommunications Database

Description: Financial and operating statistics on federally regulated telecommunications carriers. *Topics:* Financial summaries; operating statistics; construction programs; other relevant information filed with the Commission by common carriers. *Retrievability:* Files arranged by carrier and year. *Storage Medium:* Computer.

CRT/TEL-120

Enquiries and Complaints

Description: Enquiries and complaints dealing with services provided by federally regulated telecommunications carriers. *Topics:* Quality of telephone service; construction programs. *Retrievability:* Files arranged by telecommunications carrier or complainant.

CRT/TEL-125

Applications

Description: Information on telecommunications proceedings from the application to the final decision. *Topics:* Applications; interventions; interrogatories; public hearing transcripts; exhibits; public notices; decisions. *Retrievability:* Files arranged by applicant and date and location of public hearing.

CRT/TEL-130

Correspondence on Telecommunications Regulations

Description: Correspondence and agreements between the regulatory agencies and independent telephone companies and other telecommunications carriers. *Topics:* Tariff agreements; general regulations; related correspondence. *Retrievability:* Files arranged by carrier or company.

CRT/TEL-135

Tariff Applications

Description: Information on tariff applications by federally regulated telecommunications common carriers. *Topics:* Tariff applications; rates; new tariff items and revisions. *Retrievability:* Files arranged by carrier.

CRT/LEG-140

Legal Correspondence on Broadcasting

Description: Information on legal issues involving correspondence between a licensee and the CRTC, as well as advice given to the licensing branch on legal matters. *Topics:* Complaints; share transfers; regulation; commercial deletion and substitution; non-compliance. *Retrievability:* Files arranged by medium and licensee name.

CRT/LEG-145

Legal Advice on Broadcasting Issues

Description: Information on internal legal advice on major issues of concern to the Commission in the area of broadcasting. *Topics:* Educational broadcasting; political broadcasts; multilingual and religious broadcasting; communications satellites; pay television; balance in programming; unauthorized broadcasting; obscenity.

CRT/LEG-150

Advertising Practices

Description: Information on media advertising practices that contravene CRTC policy and regulations. *Topics:* Children's advertising; food and drugs; balanced programming; feminine hygiene; commercial production; beer, wine and cider advertising.

CRT/LEG-155

Prosecution Cases

Description: Case documentation, court documents and correspondence during litigation. *Topics:* Canadian content violations; unlicensed systems; excessive commercialism; offensive programming; and other violations of regulations. *Retrievability:* Files arranged by licensee.

CRT/LEG-160

Telecommunications Issues

Description: Information on legal issues involving federally regulated telecommunications carriers. *Topics:* Rates; tariffs; packet switching services; interconnection; equity issues; toll sharing; agreements. *Retrievability:* Files arranged by telecommunications common carrier.

CANADIAN SECURITY INTELLIGENCE SERVICE

Chapter 28

CANADIAN SECURITY INTELLIGENCE SERVICE

CANADIAN SECURITY INTELLIGENCE SERVICE
(SIS)

DIRECTOR

DEPUTY DIRECTOR SERVICES
(DDS)

005 Security Assessments
010 Counter-intelligence, Counter-terrorism, Counter-subversion
015 Communications Security
020 Sources of Information
025 Internal Security
030 Scientific, Technical and Operational Support
035 Policy and Research — Access to Information and Privacy Acts
040 Corporate Planning
045 Disclosures

THE DIRECTOR
CANADIAN SECURITY
INTELLIGENCE SERVICE
P.O. BOX 9732
STATION TERMINAL
1200 ALTA VISTA DRIVE
OTTAWA, ONTARIO
K1G 4G4
ATTENTION: INFORMATION ACCESS
SECTION

CANADIAN SECURITY INTELLIGENCE SERVICE

Background

The Canadian Security Intelligence Service (CSIS) became a government institution on July 16, 1984, with the proclamation of relevant portions of the *Canadian Security Intelligence Service Act*. Formerly, some of its functions were carried out by the Royal Canadian Mounted Police (Security Service). In accordance with the *Canadian Security Intelligence Service Act*, the director, under the direction of the Minister, has the control and management of the Service and all matters connected therewith.

Overall Responsibilities

The Canadian Security Intelligence Service operates pursuant to the *Canadian Security Intelligence Service Act*. It collects, analyzes and retains information and intelligence respecting activities that may, on reasonable grounds, be suspected of constituting threats to the security of Canada, and reports to and advises the Government of Canada in relation to these matters.

The Service also plays a role in providing security assessments to departments of the Government of Canada (as described in Cabinet Directive 35 dated December 18, 1963) and may provide security assessments to the government of a province or any department thereof; to any police force in a province; to the government of a foreign state or institution thereof; or to an international organization of states or institutions thereof. As well, the CSIS may advise any Minister of the Crown on matters relating to the security of Canada, or provide any Minister of the Crown with information relating to security matters or criminal activities which may be relevant to the exercise of any power or the performance of any duty or function by that Minister under the *Citizenship Act* or the *Immigration Act, 1976*. It may also conduct such investigations as are necessary in order to provide security assessments or advice to ministers.

Further, the Service may, in relation to the defence of Canada or the conduct of international affairs, assist the Minister of National Defence or the Secretary of State for External Affairs, within Canada, in the collection of information or intelligence relating to the capabilities, intentions or activities of any foreign state or group of foreign states or any person other than a Canadian citizen or permanent resident, or corporation.

The Canadian Security Intelligence Service maintains its headquarters in the National Capital Region.

General Enquiries

Individuals wishing to make general enquiries on CSIS, when actual records are not required, are requested to contact

Canadian Security Intelligence Service
Liaison Offices
Telephone: (613) 993-9620

Publications

Manuals

- Administration Manual
- Operational Manual
- Personnel Administration Manual
- Technical Aids, Policy and Procedures

Because CSIS was created on July 16, 1984, most functions of the Service will be guided by RCMP manuals until new ones are created.

Subsidiary Manuals

- Immigration Manual
- Communications Security Handbook

The public version of the manuals may be reviewed between 10:00-15:00 at the following address:

Ministry of the Solicitor General
340 Laurier Ave. West (Street Level)
Ottawa, Ontario.

Access Procedures

Applicants should note that information previously held by the RCMP Security Service has been substantially transferred to the control of CSIS. Information holdings on all classes of records are within the functional activity of the Deputy Director, Services.

Enquiries and access requests should be addressed to

The Director
Canadian Security Intelligence Service
P.O. Box 9732
Station Terminal
1200 Alta Vista Drive
Ottawa, Ontario
K1G 4G4

Attention: Information Access Section
Telephone: (613) 993-1159

Classes of Records

SIS/DDS-005
Security Assessments
Description: Information on matters affecting the administration, policy, statistics and management functions regarding security assessment programs, authorized by Section 13 of the *Canadian Security Intelligence Service Act* and Cabinet Directive 35, conducted by the Service. This includes policy development, research and statistics relating to the program where an appraisal is made of an individual's loyalty to Canada and insofar as it is related, of the reliability of that individual; arrangements with the government of a province or a department thereof, or any police force in a province to provide security assessments; arrangements with the government of a foreign state, international organization of states or any institution thereof to provide security assessments. Information is also held in respect to policy and procedures to provide advice for citizenship and immigration programs in accordance with Section 14 of the *Canadian Security Intelligence Service Act*. *Topics:* Policy development, co-operation and liaison with government agencies (domestic and foreign). *Retrievability:* Files are arranged by topic. *Storage Media:* Hardcopy and/or EDP systems.

SIS/DDS-010
Counter-intelligence, Counter-terrorism, Counter-subversion
Description: Information on past, current, and projected threats to the security of Canada as defined in the *Canadian Security Intelligence Service Act;* briefly, espionage or sabotage that is against or is detrimental to the interest of Canada; or, activities directed toward or in support of such activity; foreign influenced activities within or relating to Canada that are detrimental to the interest of Canada, and are clandestine or deceptive, or involve a threat to any person; activities within or relating to Canada directed toward or in support of the threat or use of acts of serious violence against persons or property for the purpose of achieving a political objective within Canada or a foreign state; and, activities directed toward undermining by covert lawful acts, or directed toward or intended ultimately to lead to the destruction or overthrow by violence of the constitutionally established system of government in Canada. *Topics:* Organizations and groups engaged in the above activities, threat assessments, emergency measures and contingency plans. *Retrievability:* By topic, group or organization. *Storage Media:* Hardcopy, EDP or microfiche.

CANADIAN SECURITY INTELLIGENCE SERVICE

SIS/DDS-015
Communications Security
Description: Information on the evaluation and need for secure communications and the selection, installation and maintenance of communication security equipment. *Topics:* Planning and research of cryptographic equipment; training of personnel; liaison with other government departments and countries; acquisition, installation and maintenance of cryptographic and other high security communication equipment; technical standards and operational procedures of communication security (Comsec) equipment; electromagnetic interference (EMI) evaluations and specifications; and Comsec Policy and Guidelines. *Retrievability:* Files are arranged by activity, program or project.

SIS/DDS-020
Sources of Information
Description: Information on the administration, policy and management functions of all human source operations. *Topics:* Policy development and management of sources. *Retrievability:* Accessible by topic. *Storage Media:* Hardcopy, microfiche or EDP systems.

SIS/DDS-025
Internal Security
Description: Information on all aspects of administering a security program, including management, supervision, co-ordination and audit of personnel and physical security programs to ensure that standards are established and maintained. *Topics:* Policy; security reports; statistics; security surveys; security briefings; personnel and property security; investigations and breaches of security. *Retrievability:* Files arranged by topic. *Storage Media:* Hardcopy and/or EDP systems.

SIS/DDS-030
Scientific, Technical and Operational Support
Description: Information on matters affecting the administration, policy, statistics and management functions regarding technical, electronic and telecommunications support to CSIS investigations, through the provision of equipment and expertise in the field of audio, visual or physical surveillance, and also the voice identification program. *Topics:* Research, development and acquisition of technical equipment; voice identification analysis and multilingual translation services; the procedures and documentation necessary to the obtaining of warrants, pursuant to Section 16 of the *Official Secrets Act* and Section 21 of the *Canadian Security Intelligence Service Act* to lawfully intercept communications. There may be limited information regarding security engineering and security systems. *Retrievability:* Files are arranged by project or topic. *Storage Media:* Microfilm, hardcopy and EDP systems.

SIS/DDS-035
Policy and Research — Access to Information and Privacy Acts
Description: Information on policy and research for existing and proposed legislation in the areas of record collection, use, disclosures and exemptions. *Topics:* Access to Information and Privacy Acts (Chapter 111, The Revised Statutes of Canada); general correspondence; foreign and provincial privacy and access legislation; liaison with other government institutions; and statistics. *Retrievability:* Records are held by subject matter. *Storage Medium:* Hardcopy

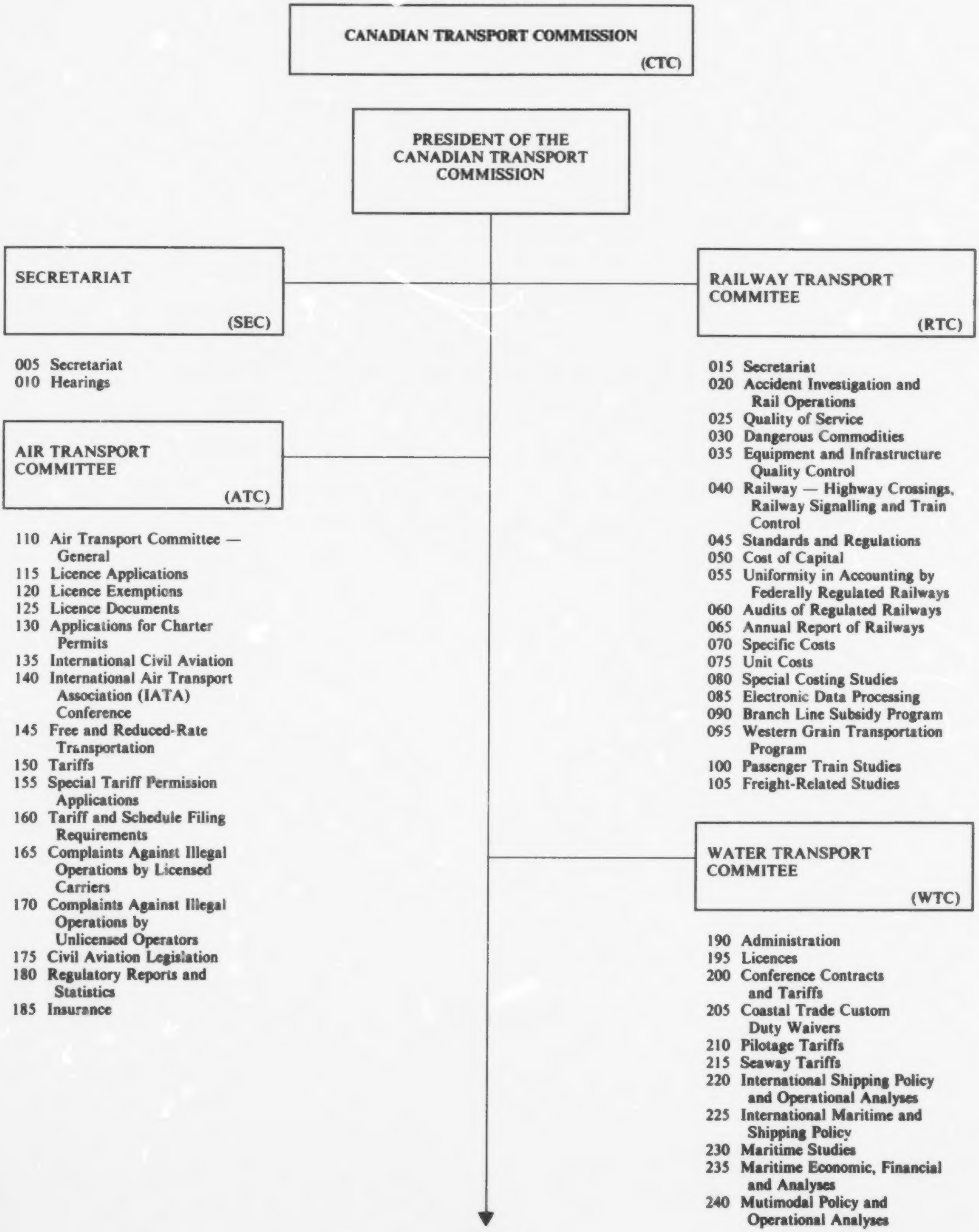
SIS/DDS-040
Corporate Planning
Description: Information on matters relating to policy planning and co-ordination of CSIS activities prepared for the Director and senior management. *Topics:* Planning and accountability reporting of CSIS activities; briefing for CSIS meetings held internally, interdepartmentally and internationally; ministerial correspondence; Housebook cards; special projects and correspondence as required by the Director; creation and amendment to CSIS policy and directives. *Retrievability:* Records are held by subject matter. *Storage Media:* Hardcopy and/or EDP systems.

SIS/DDS-045
Disclosures (New)
Description: Information on requests for access, correction or annotation, complaints, consultation between federal departments over release of information, policies and procedures governing access. *Topics:* Access requests under the *Access to Information Act* and *Privacy Act;* assistance to other departments or agencies; policies and procedures governing access; and the application of exemptions and release procedures in general. *Retrievability:* Files are arranged by subject matter.

CANADIAN TRANSPORT COMMISSION

Chapter 29

CANADIAN TRANSPORT COMMISSION



CANADIAN TRANSPORT COMMISSION (CTC)

PRESIDENT OF THE CANADIAN TRANSPORT COMMISSION

SECRETARIAT (SEC)

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010 Hearings

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CANADIAN TRANSPORT COMMISSION

MOTOR VECHICLE TRANSPORT COMMITTEE

(MVT)

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(CPT)

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RESEARCH BRANCH

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INTERNATIONAL TRANSPORT POLICY BRANCH

(ITP)

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REVIEW COMMITTEE

(REV)

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TRAFFIC AND TARIFFS BRANCH

(TTB)

325 Tariffs, Licences and Claims
330 Traffic and Tariff Information Systems

ACCESS TO INFORMATION
CO-ORDINATOR
CANADIAN TRANSPORT COMMISSION
JULES LÉGER BUILDING
15 EDDY STREET
HULL, QUEBEC
K1A 0N9

CANADIAN TRANSPORT COMMISSION

Background

The Canadian Transport Commission (CTC) regulates transportation in Canada that is under federal jurisdiction. Established by the *National Transportation Act* on September 19, 1967, it succeeded and absorbed the Board of Transport Commissioners for Canada, the Air Transport Board, and the Canadian Maritime Commission. In accordance with an earlier Cabinet decision, the Western Division was established in May 1979 in Saskatoon, Saskatchewan, to enable the Canadian Transport Commission to have a more visible presence in Western Canada and to provide more direct access to and develop easier, more effective communication with the western community.

Laws and Regulations

- National Transportation Act
- Railway Act
- Aeronautics Act
- Transport Act
- Canadian National Railway Act
- Government Railway Act
- Maritime Freight Rates Act
- National Energy Board Act
- St. Lawrence Seaway Authority Act
- Shipping Conferences Exemption Act, 1979
- Pilotage Act
- Atlantic Region Freight Assistance Act
- Railway Relocation and Crossing Act
- Energy Supply Emergency Act
- Canada Shipping Act
- Transportation of Dangerous Goods Act
- Safe Containers Convention Act
- Western Grain Transportation Act
- CTC General Rules
- Air Carrier Regulations
- Pilotage Authority — Tariff Regulations
- Atlantic Regional Special Transportation Assistance Regulations
- Atlantic Region Special Selective and Provisional Assistance Regulations and Amendments
- Coasting Trade Exemption Regulations
- Railway Operating, Engineering and Traffic Regulations

Overall Responsibilities

The Canadian Transport Commission's objective is to promote the co-ordination and harmonious interaction of all operations by carriers engaged in transport under federal jurisdiction, through effective economic regulation, research and participation in policy development. With respect to rail transport, the Commission's objective is to foster the development of safety regulations consistent with the public interest.

The CTC performs all the functions vested in it by the *National Transportation Act*, the *Railway Act*, the *Aeronautics Act*, the *Transport Act*, and other statutes. It is a court of record, and its decisions, though binding, are subject to appeal to the Federal Court of Canada on questions of law or jurisdiction and, in other cases, to its own Review Committee, the Minister of Transport or the Governor in Council.

Organization

The Commission consists of a maximum of 17 commissioners, including a president, one vice-president responsible for law and the work of the committees, and one vice-president responsible for study and research programs. All are appointed by the Governor in Council.

The powers and duties of the Commission are assigned on the basis of committees and branches. There are seven committees, five of which regulate each of the different transport modes — air, rail, water, motor vehicle, and commodity pipeline. The sixth committee deals with review and appeals, while the seventh is concerned with international transport policy matters. The branches specialize in traffic and tariffs, research and departmental administration.

A CTC Western Division was set up in Saskatoon in 1979.

General Information

Information on the different publications produced by the Canadian Transport Commission, major decisions issued and details on general Commission operations can be obtained by contacting

Canadian Transport Commission
Communications Branch
19th Floor
Jules Léger Building
15 Eddy Street
Hull, Québec
K1A 0N9
Telephone: (819) 997-0344

Major Publications

- Annual Report
- Orders and Decisions
- Research Reports on Major Studies
- Canadian Transport Commission Reports
- Air Carrier Regulations
- Commodity Flow Analysis: Domestic and Canada-U.S.

Access Procedures

Formal requests under the *Access to Information Act* should be forwarded to

Access to Information Co-ordinator
Canadian Transport Commission
Jules Léger Building
15 Eddy Street
Hull, Québec
K1A 0N9
Telephone: (819) 994-2564

Secretariat

The Secretariat is responsible for duties as defined in section 11 of the *National Transportation Act* and include among other things, keeping a record of all Commission proceedings and making sure that the regulations and orders of the Commission are duly drawn up, signed, sealed and filed.

It also ensures that pleadings before the Review Committee are properly serviced, prepares background material, communicates Committee decisions to concerned parties and takes minutes of meetings.

The Secretariat of the Western Division is responsible for all appropriate documentation, record keeping, public hearings, issuance of decisions, etc. of the Commission which take place in Western Canada.

Hearing and Commission Orders and Decisions Distribution Section

This section ensures that all necessary arrangements for conducting the Commission's public hearings and enquiries throughout Canada are made, confirmed and communicated to the appropriate officers of the Commission. This section also co-ordinates the printing and distribution of all Commission orders, decisions and special reports, as requested. Copies of orders and decisions can be obtained by contacting

Canadian Transport Commission
Documents and Publications Section
Jules Léger Building
15 Eddy Street
Hull, Québec
K1A 0N9
Telephone: (819) 997-6393

Communications Branch

This section provides information on the different publications produced by the Canadian Transport Commission, including major decisions issued and details on general Commission operations and decision-making processes. It also edits the Commission's publications and co-ordinates the printing of documents.

Library

The library supports the information and research requirements of the Commission's staff, although its collection is available to the public for consultation by appointment. It also maintains a collection of monographs, serials, periodicals and microforms in the fields of law, economic regulation and transportation economics and statistics.

The Western Division maintains a current transportation resource centre which is available to the public.

Western Division

The Western Division is responsible for carrying out the related regulatory and administrative functions vested in the Canadian Transport Commission by the appropriate federal statutes, along with specific programs and projects delegated by the respective modal committees, in that area of Canada from Thunder Bay, Ontario to Vancouver Island. Major areas of responsibility include the rail branch line rehabilitation program and abandonment matters, railway-highway crossings, licensing of commercial air services, specific accident investigations and traffic and tariff matters including complaints regarding common carrier obligations and freight rates published under the *Western Grain Transportation Act*.

The Western Division, with its headquarters in Saskatoon, provides a direct link between the Commission and local and provincial governments, industry, carriers, and the users of transportation in general in Western Canada. The division also functions as the Commission's information resource centre in Western Canada. Information can be obtained by contacting

Canadian Transport Commission
Western Division
Third Floor
350 Third Avenue North
Saskatoon, Saskatchewan
S7K 6G7
Telephone: (306) 975-5201

Railway Transport Committee

The Railway Transport Committee regulates rail transportation under the jurisdiction of the federal government pursuant to the *National Transportation Act*, the *Railway Act*, the *Railway Relocation and Crossing Act* and the *Western Grain Transportation Act*. The regulatory activities of the committee cover both technical and economic aspects of railway operations.

In the technical area, its major regulatory activity concerns rail safety under five broad categories: accident investigation; equipment and infrastructure quality control monitoring; regulation and compliance in the movement of dangerous commodities by rail; rail-highway crossings; and the development of standards. Its second major activity in the technical area is to ensure an adequate quality of service through the monitoring of passenger services, branch line abandonment applications, approval of new track construction, examination of applications for the consolidation of local stations and dealing with complaints put forward by freight shippers, railway passengers and railway labour organizations.

In the area of economic regulation, the committee is responsible for auditing the accounts of Canadian railways under federal jurisdiction; for the analysis and development of railway methods of costing; for the determination of subsidy payments under the *Railway Act;* and for auditing charges made by the railways to VIA Rail. The committee is also responsible for economic regulation of rail tariffs, but this is administered by the Commission's Traffic and Tariffs Branch.

Committee staff at headquarters is organized into three branches: technical regulation is carried out by the Operations Branch and the Engineering Branch. The Rail Economic Analysis Branch is responsible for the accounting, costing and subsidy activities. The committee has six regional offices in Moncton, Montréal, Toronto, Winnipeg, Calgary and Vancouver.

Operations Branch

This branch is responsible for four areas of technical regulation: accident investigation, dangerous commodities, quality of service and operations monitoring.

The Western Division's Rail Operations responsibilities include rail line abandonment matters as well as specific accident investigations and other rail, freight and passenger service matters.

Manuals

- Program Procedures Manual — guidelines and procedures for use by branch officials

Engineering Branch

This branch is responsible for three areas of technical regulation: equipment and infrastructure quality control monitoring, railway-highway crossings, and standards and regulations.

The Western Divisions' Engineering specific responsibilities include rail branch line rehabilitation, rail line abandonment matters, grain line maintenance monitoring and railway/highway crossing protection matters from Thunder Bay, Ontario to Vancouver Island.

Manuals

- Operating, Specification and Procedures Manuals — guidelines to municipalities and railways to assist in preparation of applications.

Rail Economic Analysis Branch

This branch is responsible for railway accounting, costing, and the economics of specific services, including subsidy administration.

Manuals

- CN and CP Costing Manuals
- Internal Procedures Manuals

- Advance Payment Regulations
- Railway Costing Regulations

Air Transport Committee

Under the *National Transportation Act*, the Air Transport Committee administers Part II of the *Aeronautics Act* which concerns the economic regulation of commercial air services within, to and from Canada. The committee is responsible for licensing air carriers, ensuring that tariffs are just and reasonable, and investigating allegations of illegal commercial air service activities.

The committee formulates the Air Carrier Regulations, provides advice to the Minister on international air service agreements and conducts surveys or investigations at the request of the Minister or on its own initiative.

The consumers' interests are addressed in the analysis of applications for licences, in the assessment of tariffs, and in the investigation of complaints.

The staff of the committee is organized into six branches: the Administration Branch which includes the office of the executive director and the secretariat; the Analysis and Licensing Branch comprised of the audit, domestic regional licensing, international licensing and group charters and licence and regulations analysis divisions; the International Air Transport Branch; Enforcement Branch; Tariffs Branch; and the Economic Reports and Regulations Branch which includes the economic analysis division and air statistics and regulations section.

The Western Division's responsibilities include licensing of certain classes of air carriers in the four Western provinces and dealing with other air service matters.

Manuals

- Distance manuals
- Airport codes and locations manual
- General information and instructions for applying for a licence to operate a Canadian commercial air service
- General guide for the preparation and filing by foreign applicants of applications to operate commercial air services and of applications for renewal, suspension, cancellation or amendment of licences
- Uniform System of Accounts for Commercial Air Carriers
- Directory of Canadian Commercial Air Services
- Administrative Procedures of the Air Transport Committee
- Instructions concerning the allocation of revenues and costs to routes
- Instructions concerning the allocation of revenues and costs to subsystems
- International Air Transport Association (IATA) Manuals: IATA live animals regulations; ULD (Unit Lifting Device) technical manual; restricted articles regulations.

Water Transport Committee

The functions of the Water Transport Committee are derived from the jurisdiction conveyed by the legislation described below. Because of its direct regulatory relationship and involvement with the industry and those it serves, the committee is also required, either by response to a request from the Minister or on its own initiative, to advise and contribute to the development of new or amended government policies.

Under the *Transport Act*, the committee issues or amends, upon application, annual licences to carriers proposing to provide services by water in the Mackenzie River and Western Arctic regions and for the carriage of passengers and goods, other than in bulk, on the Great Lakes.

Under the *Shipping Conferences Exemption Act*, 1979, which exempts certain shipping conference practices from the provisions of the *Combines Investigation Act*, the committee is required to receive, verify, record and maintain for public scrutiny the large number of original or amended contracts, agreements and tariffs issued by the 44 conferences serving Canadian external trades, and to report to Parliament annually on its administration of the Act.

Under the terms of the current Coasting Trade Exemption Regulations, pursuant to section 665 of the *Canada Shipping Act* and section 22 (3)(b) of the *National Transportation Act*, the committee is required to advise the Minister of National Revenue when an application or an enquiry is received for an exemption from customs duties of a foreign flag vessel to be used in a Canadian coastal trade.

Under the *Pilotage Act*, the committee is required to hear appeals against amendments to tariffs approved and published by the Atlantic, Laurentian, Great Lakes and Pacific Pilotage Authorities.

Under the terms of section 27 of the *National Transportation Act*, the committee, upon receipt of an objection submitted in response to a public notice, is required to conduct an investigation, which may include a public hearing, of an acquisition by a company engaged in an aspect of water transportation subject to the jurisdiction of Parliament, or of the interest in a business or undertaking of any person whose principal business is transportation.

Under the terms of section 22 and 23 of the *National Transportation Act*, the committee, on its own initiative or in response to requests from the Minister under section 22 and in response to complaints or applications under section 23, is required to conduct enquiries, investigations or studies into the wide variety of shipping matters that fall within or touch upon its regulatory purview and, under section 22, to contribute to the development and presentation of government policy initiatives and the preparation of responses to the policy initiatives of other governments or international intergovernmental organizations.

Under the *St. Lawrence Seaway Authority Act*, the committee is required to consider complaints of unjust discrimination in tariffs, report its findings and receive for filing all tariffs and amendments published by the Authority.

Under section 27 of the *Energy Supplies Emergency Act*, the committee can be required to order any Canadian ship to be used, when necessary, for emergency purposes, to ensure adequate supplies of energy products. Foreign-owned ships could also be used when no Canadian ship is available.

The committee is served by an executive director, a Secretariat and Administration Branch, a Merchant Shipping Branch, an International Maritime Transport Branch, and a Multimodal and Maritime Economics Branch.

Merchant Shipping Branch

This branch administers the licencing provisions of the *Transport Act*, conducts searches for suitable Canadian ships in response to entry applications from foreign ships into the coasting trades, and administers the *Shipping Conferences Exemption Act, 1979* and matters arising from the *Pilotage Act*.

International Maritime Transport Branch

This branch monitors the international shipping industry. It analyzes the economic impact of international multilateral and bilateral agreements and of developments in international shipping or Canadian shipping services.

Multimodal and Maritime Economics Branch

This branch provides economic and financial advice, including applications for licences under the *Transport Act* and foreign vessel entry into the coasting trade, enquiries relating to proposed acquisitons, and examination of proposed tariff changes under the *Pilotage Act* and the *Transport Act*.

Motor Vehicle Transport Committee

This committee is engaged in administering section 27 of the *National Transportation Act* as it applies to the acquisition of bus or truck companies by any other companies subject to the jurisdiction of the Parliament of Canada. The Supreme Court of Canada has declared (April 24, 1985) that the *Lord's Day Act* has no force and effect. Until further notice, the committee will no longer issue Lord's Day authorizations.

Part III of the *National Transportation Act* establishes direct federal regulation of extraprovincial commercial motor transport. This part was proclaimed by the Governor in Council in 1970. It is not in effect, except for the CN Roadcruiser bus service in Newfoundland, which by Order-in-Council came under the jurisdiction of the committee in August, 1976.

In addition, the Traffic and Tariffs Branch of the Commission administers the *Atlantic Region Freight Assistance Act* on behalf of the committee. Under this Act, subsidy payments are made to designated carriers for freight transported within and out of the Atlantic provinces. Common carrier truckers are included in this designation.

The committee comprises a single administrative branch, which includes the chairman, as chief executive officer, the executive director and the secretariat.

International Transport Policy Branch

Under the terms of the *National Transportation Act*, this branch is required to participate in the work of intergovernmental or international organizations; formulate or recommend policy; investigate, examine and report on the economic effects and requirements resulting from participation in or ratification of international agreements; consult with other departments or agencies of the Government of Canada; and participate in the negotiation of international agreements.

The branch is served by an executive director, a Secretariat and Administration Branch, the International Air Transport Branch of the Air Transport Committee, the International Water Transport Branch and Multimodal and Maritime Economics Branch of the Water Transport Committee.

Commodity Pipeline Transport Committee

The Commodity Pipeline Transport Committee has jurisdiction over all commodity pipelines that cross provincial, international or territorial borders, regardless of the pipelines' size or length. It draws its authority from Part II of the *National Transportation Act*. If the commodity pipeline also transports crude oil or natural gas, as defined in the *National Energy Board Act*, it is termed a "combined pipeline", and jurisdiction may be shared with the National Energy Board.

Under the law, the committee conducts its business mainly through the medium of public hearings. Its principal function is to deal with applications by commodity pipeline companies for a certificate of public convenience and necessity to construct and operate such a system; the acquisition or abandonment of commodity pipelines; the filing, disallowance, substitution or prescription of tariffs; and the resolution of related disputes and public interest matters. In addition, the committee makes standards, procedures, rules and regulations, under the provisions of the *National Transportation Act*, to facilitate the smooth and efficient conduct of its duties.

The committee also acts as an advisory and information source to other federal and provincial government departments and agencies, to industry and to the public in matters of the development, operations and statistics related to commodity pipelines.

Review Committee

This committee is responsible, pursuant to section 63 of the *National Transportation Act*, for matters arising out of applications made for a review of a Commission order or decision, or when the Minister of Transport, on appeal from a decision or order, directs that a review be carried out.

The committee is made up of the chairmen of the modal committees, with the Commission vice-president as chairman. However, a committee member will refrain from sitting in review of a decision or order in which he or she participated earlier. The secretary of the Commission also acts as secretary to the Review Committee.

Research Branch

The role of this branch is to provide research support to the Commission and its committees, to respond to requests from Transport Canada, and to carry out relevant anticipatory studies as required under various provisions of the *National Transportation Act*. It is headed by an executive director and comprises four sections: freight studies, passenger transport studies, transport industries analysis, and economic and social research.

The freight studies section deals with movements of bulk commodities and agricultural products, primarily by rail and commodity pipelines. The passenger transport studies section specializes in airline research projects, international air transport, and passenger transport by other modes. The transport industries analysis section concentrates on marine economics, shipping issues, multimodal transport and trucking. Finally, the economic and social research section undertakes projects requiring professional expertise in economics, statistics and sociology and acts as a support group in these areas.

Traffic and Tariffs Branch

This branch reports to the Vice-President, Research Branch (and to modal committees on specific modal matters), and has the overall responsibility for traffic and tariff matters for road, rail and water under the various Transport Acts. In addition to its responsibility for the functions of the two divisions listed below, this branch consults with, provides advice to and works on joint projects with Transport Canada on potential and proposed dealings with rail freight and the Atlantic Region Subsidy Program.

The Western Division's responsibilities include the handling of various traffic complaints and enquiries in Western Canada, providing rate and tariff advice and assisting in audit of the *Western Grain Transportation Act* traffic.

Tariffs and Subsidies Control Division

This division ensures that all tariffs and tolls are compiled, issued and filed by carriers in accordance with the provisions of the *Railway Act*, the *Transport Act*, the *National Transportation Act* and the Canadian Transportation Commission Regulations, administers the Atlantic Region Freight Assistance Program in accordance with the *Maritime Freight Rates Act* (MFRA) and the *Atlantic Region Freight Assistance Act* (ARFAA) and Regulations, and verifies claims on export grain and flour transportation under section 272 of the *Railway Act*.

Traffic and Tariff Studies Division

This division conducts programs of investigation and analysis on statutory responsibilities, investigates and analyzes transportation matters that could be prejudicial to the public interest, and carries out economic studies of major issues affecting the transportation industry. In addition, it maintains a computerized rail and highway freight traffic database; publishes statistical reports of railway traffic flows; maintains a standard point location coding system; and investigates formal and informal complaints on passenger fares and railway freight rates, conditions of travel and carriage, and levels of rates and service.

EDP Systems

- Database of traffic statistics based on rail movements within Canada, and between Canada and the United States — printout formats, computer tape, annual summary
- Database of traffic statistics based on truck movements (Atlantic provinces)
- System of standard shipping points, jointly managed by the Traffic and Tariffs Branch and the Canadian Freight Association (CFA), but marketed by the CFA to users in Canada and the United States.

Classes of Records

CTC/SEC-005
Secretariat
Description: Amendments to regulations approved by the Commission; also judgments of the Minister on appeal of CTC's decisions and orders as defined in the *National Transportation Act*, and Orders-in-Council affecting Commission activities.

CTC/SEC-010
Hearings
Description: Transcripts of evidence, the verbatim written record of the Commission's public hearings and enquiries; exhibits, documents filed with the Commission during the public hearings and enquiries in support or rebuttal of oral evidence given by the witnesses; operating files, files used by the section on an ongoing basis regarding the arrangements of public hearings.

CTC/RTC-015
Secretariat
Description: Information on Railway Transport Committee secretariat services. *Topics:* Orders-in-Council to appoint inspecting engineers; Agent's Book — list of railway company agents located in Ottawa; minutes of meetings; orders and decisions.

CTC/RTC-020
Accident Investigation and Rail Operations
Description: Correspondence and reports on accidents involving railways under the jurisdiction of the CTC; also the handling and operation of trains. *Topics:* Accident reports; train operation monitoring reports; policy and special issue complaints; gateway inspections; and occupational safety and health for train employees.

CTC/RTC-025
Quality of Service
Description: Correspondence, reports and information on the adequacy and quality of passenger train services and related facilities provided to the general public. *Topics:* Passenger train services and related facilities; rationalization of services — abandonment of lines, removal of agents and stations; complaints; policy and special issues.

CTC/RTC-030
Dangerous Commodities
Description: Information on various aspects of transportation of regulated commodities involving federal, provincial and foreign governments and private industry. *Topics:* Accidents; chemicals; containers and packaging; explosives handling; bulk storage regulations and special permits.

CTC/RTC-035
Equipment and Infrastructure Quality Control
Description: Correspondence, reports and information on branch activities in the assessment of railway rolling stock and the inspection and evaluation of the railway infrastructure. *Topics:* Railway rolling stock; track and right-of-way; bridges; policy and special issues; complaints.

CTC/RTC-040
Railway-Highway Crossings, Railway Signalling and Train Control
Description: Information on railway-highway crossings, railway signalling and train control; includes guidelines and directives to the Canadian Transport Commission regional offices, to municipalities and to railways to assist in the preparation of applications for construction. *Topics:* Railway-highway crossings — applications for construction and modifications related to safety projects at railway-highway crossings, applications for grants, regional diagnostic reports on applications, recommendations, directives and guidelines, processing of grants, construction and modification plans; construction orders; railway signalling and train control — applications for the installation and modifications of train signal and control systems, investigation reports and recommendations, approval reports, construction and operating orders, directives.

CTC/RTC-045
Standards and Regulations
Description: Information on the development of new and revised regulations aimed primarily at railway safety, which cover the operation, inspection and maintenance of rolling stock, heating and power boilers, railway pipe and wire crossings and crossings at grade, grade separations, warning devices at railway-highway crossings, block signals, railway traffic control signal systems, pipeline crossings, bridges over navigable waters, preparation of accounts for crossing qualification standards, occupational safety and health for train employees, radio communication and environmental protection. *Topics:* Ad hoc committee reports; CTC enquiries and public hearings; federal, provincial and municipal agencies; labour organizations; railway companies; Railway Safety Advisory Committee; regulations; standards; technical committee reporting to the Railway Safety Advisory Committee.

CTC/RTC-050
Cost of Capital
Description: Confidential financial submissions of regulated railways that apply for cost-of-capital rates in accordance with the relevant sections of the *Railway Act* and the Railway Costing Regulations; also amendments to these regulations.

CTC/RTC-055
Uniformity in Accounting by Federally Regulated Railways
Description: Information on a prescribed classification of railway accounts (Uniform Classification of Accounts) designed as the standard in gathering and providing a database for regulatory and other purposes. *Topics:* Provision, under the *Railway Act*, of an accounting manual; investigations into level of adherence and degree of uniformity; research and revision to accommodate changes in accounting standards, technology and utility.

CTC/RTC-060
Audits of Regulated Railways
Description: Information on verification of the accuracy, uniformity and integrity of information provided to the Railway Transport Committee by regulated railways to ensure and secure compliance with the *Railway Act*, the *National Transportation Act* and regulations for which the committee is responsible. *Topics:* Railway accounting system permanent files; accounting systems Analysis Audit Manual; regular and special examination files; audit reports. *Retrievability:* Files arranged by railway company.

CTC/RTC-065
Annual Report of Railways
Description: Statistical and financial information on a particular railway, its assets, liabilities, capitalization, revenues, working expenditures and traffic. *Topics:* General corporate information; financial information on rail operations; supplementary financial information; unit information on property; statistical information on rail operations; supplementary statistical information.

CTC/RTC-070
Specific Costs
Description: Information on the determination of railway specific costs, including railway and CTC costing information, documentation and associated working papers. *Topics:* Class I railway specific costs; Class II railway specific costs; CN-VIA and CP-VIA specific costs; specific costs by railway and function; specific cost procedure manuals; actual specific cost determinations — working papers by railway and function; audit records of railway billings to VIA Rail Canada Inc.

CTC/RTC-075
Unit Costs
Description: Information on the determination of railway unit costs; also railway and CTC information and documentation pertaining to CTC responsibilities and duties under various sections of the *Railway Act*. *Topics:* I railway unit costs, by railway; Class II railway unit costs, by railway; verification procedure manuals, by railway; costing manuals, by railway; railway and CTC unit cost working papers, by railway and function; railway price level indices.

CTC/RTC-080
Special Costing Studies
Description: Special costing studies initiated both within and outside the CTC, either by federal government requirements or by independent agencies and consulting groups. *Topics:* Working papers; consultants' reports, drafts, recommendations; railway working papers and submissions; government policy and special issues related to railway operations; special costing studies arising from the incorporation of VIA Rail Canada, Inc.

CTC/RTC-085
Electronic Data Processing (EDP)
Description: Railway costing databases; railway subsidy payments databases; railway safety and accident databases; CTC programs and documentation for all branch EDP activities; systems manual for all branch EDP operations; security documentation for EDP activities; EDP documentation for report publications.

CTC/RTC-090
Branch Line Subsidy Program
Description: Information on branch responsibility to verify railway claim costs and revenues in order to calculate and pay subsidies to the railways. These files contain all railway and CTC official documents and working papers. *Topics:* General costing; Canadian Pacific and Canadian National unit cost working papers; Class II railways; CN-CP subdivisions; cost of capital; branch line; branch line rehabilitation.

CTC/RTC-095
Western Grain Transportation Program
Description: Costing studies relating to the movement of western grain by rail under the authority of the *Western Grain Transportation Act*. *Topics:* The prescribing of the annual freight rate scale under section 35; the annual designation of grain dependent branch lines under section 40; the conduct of costing reviews every four years under section 38; the monitoring of annual railway investment plans under section 29.

CTC/RTC-100
Passenger Train Studies
Description: Information on branch subsidy payments for passenger services under section 261 of the *Railway Act;* also the audit of CN and CP billings for passenger-related services to VIA Rail Canada. The files contain railway and CTC official documents and working papers. *Topics:* CN train service; CP train service; VIA Rail Canada; special costing; unit costs; specific costs.

CTC/RTC-105
Freight-Related Studies
Description: Costing studies carried out on specific commodity movements by rail; includes costing work for rate setting purposes and appeals under the *National Transportation Act*, section 23; also railway and CTC official documents and working papers. *Topics:* "At and East" (*Railway Act*, section 272); rapeseed investigations; cost of stop-off-milling in transit; demurrage issues; "At and East" subsidy payments.

CTC/ATC-110
Air Transport Committee — General
Description: Information on general matters related to commercial air services. *Topics:* Carrier associations, metric conversion, gross take-off weight of aircraft; domestic air policy, financial and ownership requirements, rotating wing policy, subsidy administration, *War Measures Act*, use of military aircraft; fuel emergency crises and conservation; and decisions and orders. *Retrievability:* Files arranged by subject matter.

CTC/ATC-115
Licence Applications
Description: Applications for authority or modifications of authorities to operate commercial air services to, from and within Canada and related matters for which a licence is required under section 16 of the *Aeronautics Act*. *Topics:* Application specifics; description of proposed service; estimate of potential market; interventions by interested parties; pricing and service plans; detailed operating plans; detailed capital and operating cost estimates; projected financial statement; particulars of company ownership; base protection; deletion or amendment of route protection; proposed changes of contract, consolidation, mergers, leases and transfers; and related staff reports. *Retrievability:* Files arranged in chronological order of application, and by name of applicant.

CTC/ATC-120
Licence Exemptions
Description: Applications for authority to operate commercial air services to, from and within Canada and related matters by parties who are exempted from having to hold a document of licence. *Topics:* Use of an aircraft for aerial application and distribution by a farmer whose chief source of income is farming; leasing of aircraft; aircraft flown by an employee as transportation in carrying out his or her duties as an employee; use of aircraft in search-and-rescue operations or to assist in suppression of forest fires; use of an aircraft for checking out another pilot; sharing of operating expenses with the owner of an aircraft; and use of aircraft on glider towing and parachute jumping operations. *Retrievability:* Files arranged by exempting section of the Regulations.

CTC/ATC-125

Licence Documents

Description: Documents of licence for all commercial air services operated to, from or within Canada. *Topics:* Licence documents. *Retrievability:* Files are arranged by class of commerical air service operated and carrier name.

CTC/ATC-130

Applications for Charter Permits

Description: Applications by licensed air carriers for permits to operate advance booking charters, entity charters and common purpose charters, and inclusive tour charter flights filed pursuant to the Air Carrier Regulations. *Topics:* Application specifics; description of proposed charter program; evidence of financial position of tour operator; scope and frequency of proposed charter program; contract between tour operator and air carrier; tour operator's business experience; tour operator's arrangements for securing of clients' prepayment; staff reports; Air Transport Committee decision. *Retrievability:* Files arranged by tour operator.

CTC/ATC-135

International Civil Aviation

Description: Information relating to some aspects of international civil aviation. *Topics:* International Civil Aviation Organization (ICAO) proceedings and recommendations; travel conditions, pricing regimes and bilateral air service agreements; NATO; international organizations — ICAO, IATA, ECAC (European Civil Aviation Committee), UN organizations.

CTC/ATC-140

International Air Transport Association (IATA) Conference

Description: Information relating to reports and resolutions of the tariff-setting machinery of IATA. *Topics:* Reports, resolutions, record of individual foreign government acceptance or rejection of resolutions; tables of fares, rates, charges and routing conditions agreed upon by carriers.

CTC/ATC-145

Free and Reduced-Rate Transportation

Description: Requests for special permission to carry free, or at reduced rates, certain categories of freight and passengers not covered in regulations. *Topics:* General information; airline procedures manuals on free and reduced-rate transportation; requests by air carriers; disposal of applications by Air Transport Committee; travel for compassionate reasons.

CTC/ATC-150

Tariffs

Description: Prices and conditions of carriage for transportation of passengers and goods. *Topics:* Fares, rates, tolls and conditions of carriage. *Retrievability:* Files are arranged by carrier name.

CTC/ATC-155

Special Tariff Permission Applications

Description: Air carrier special tariff permission applications to depart from one or more provisions of the Air Carrier Regulations tariff filing requirements. *Topics:* Description of proposed changes with explanations and justification; staff reports; disposal of application by Air Transport Committee. *Retrievability:* Files arranged by carrier name.

CTC/ATC-160

Tariff and Schedule Filing Requirements

Description: Correspondence on tariff and schedule filings. Filing by applicant, power of attorney and concurrence document; general correspondence; interpretations; suspension, rejection, or disallowance action by the Air Transport Committee. *Retrievability:* Files arranged by carrier name.

CTC/ATC-165

Complaints Against Illegal Operations by Licensed Carriers

Description: Complaints received or information uncovered indicating illegal commercial air carrier activity by licensed carriers. *Topics:* Enforcement Branch investigation reports; referral to Licensing or Tariff Branch for any administrative action deemed necessary; Enforcement Branch referrals to RCMP for investigation towards prosecution; RCMP, Department of Justice and Air Transport Committee Enforcement Branch reports indicating what investigative and prosecutable action was taken and the ultimate disposition of the case. *Retrievability:* Files are arranged by carrier name.

CTC/ATC-170

Complaints Against Illegal Operations by Unlicensed Operators

Description: Complaints received or information uncovered concerning illegal commercial air services by unlicensed operators. *Topics:* ATC Enforcement Branch investigative reports; referral to RCMP and Department of Justice reports indicating investigative and prosecutorial action taken and final disposition of the case. *Retrievability:* Files arranged by carrier name by region.

CTC/ATC-175

Civil Aviation Legislation

Description: Information on civil aviation legislation and related laws. *Topics:* Proposed amendments of the Air Carrier Regulations; proposals received from or submitted to the public concerning proposed changes in the regulations.

CTC/ATC-180

Regulatory Reports and Statistics

Description: Information relating to reports and statistics which air carriers are required to file under the Air Carrier Regulations. *Topics:* Requests for statistics; information on uniform system of accounts for commercial air carriers; non-performance; delinquency in filing statistics; capital leasing of aircraft. *Retrievability:* Files arranged by carrier name.

CTC/ATC-185

Insurance

Description: General correspondence and certificates relating to air carrier liability insurance requirements as defined in the Air Carrier Regulations. *Topics:* General correspondence, certificate of insurance. *Retrievability:* Files arranged by carrier name.

CTC/WTC-190

Administration

Description: Committee minutes, decisions, orders and official files.

CTC/WTC-195

Licences

Description: Information on licensing of water carriers under the *Transport Act*. *Topics:* Applications; interventions; objections; reference documents; administrative correspondence necessary to the functional operation of the licensing function.

CTC/WTC-200

Conference Contracts and Tariffs

Description: Information on all tariffs filed by shipping conference liners along with various agreements reached by these lines as set forth in the *Shipping Conferences Exemption Act*, 1979; also correspondence between the committee and companies operating liner services.

CTC/WTC-205

Coastal Trade Custom Duty Waivers

Description: Applications to the Minister of National Revenue for custom duty waivers from users of non-Canadian flag vessels in Canada's coastal trade, and related correspondence; correspondence with users or potential users of such vessels.

CANADIAN TRANSPORT COMMISSION

CTC/WTC-210

Pilotage Tariffs

Description: Information on pilotage tariff matters, including original objections and interventions filed with the Water Transport Committee; decisions rendered, and related correspondence; working papers on the designing of tariffs.

CTC/WTC-215

Seaway Tariffs

Description: Information on original tariffs submitted by the St. Lawrence Seaway Authority to the Water Transport Committee and related correspondence.

CTC/WTC-220

International Shipping Policy and Operational Analyses

Description: Information on the interest and involvement of the Commission in Canadian governmental representation at international organization conferences and meetings. *Topics:* Intergovernmental Maritime Consultative Organization — legal committee and facilities committee; Organization for Economic Co-operation and Development — maritime transport committee and subsidiary bodies working group and special group international organization; UN Commission on International Trade Law — working group on international legislation; UN Conference on Trade and Development — committee on shipping, including international preparatory groups and working group on international legislation.

CTC/WTC-225

International Maritime and Shipping Policy

Description: Analyses provided to interdepartmental committees studying and formulating an appropriate Canadian position on maritime and shipping policy as input to international maritime law. *Topics:* Preparatory position papers, commentaries and discussion papers; submissions by Canada to international maritime and shipping forums; instructions to Canadian delegations at international conferences and conventions; delegation reports on participation in international meetings.

CTC/WTC-230

Maritime Studies

Description: Studies on maritime legal and economic subjects being discussed at the international level, based on generic research and economic analysis and intended to contribute to the formulation of Canadian international policy. *Topics:* Terms and conditions of ocean carriage in bills of lading (Hamburg Rules); standard clauses in policies of maritime insurance; limitation of water carrier liability for passengers and baggage.

CTC/WTC-235

Maritime Economic, Financial and Statistical Analyses

Description: Information on domestic and international water transport operations and related matters (shipper's concerns); economic and financial records of Canadian maritime and shipping interests, including detailed computerized databases of particulars of all Canadian vessels of one hundred GRT and over; traffic movements by class; tonnage of goods carried in Canadian inland and coastal waters and to, from and between Canadian ports; and a worldwide matrix of distances.

CTC/WTC-240

Multimodal Policy and Operational Analyses

Description: Correspondence, reports, memoranda, position papers, analyses and summaries of domestic and international multimodal transport operations and related matters (shippers' concerns, legal and economic issues).

CTC/MVT-245

Motor Vehicle Transport Committee — General

Description: Minutes of committee meetings and orders and decisions; committee meetings; minutes and attachments for the senior management advisory committee; metrification of motor vehicle weights measurements; transportation of dangerous goods; and hearings into CN-CP Express request to abandon truck express operations in Saskatchewan in favour of independent trucking companies.

CTC/MVT-250

Lord's Day Act

Description: Application forms for exemptions from motor vehicle carriers for the transportation of goods on Sundays. *Topics:* Telexes, hearing notes and transcripts. *Retrievability:* Files are arranged by name of motor vehicle carrier.

CTC/MVT-255

Mergers and Acquisitions

Description: Information on proposed acquisitions of bus or truck companies. *Topics:* Notices of proposed transaction, contractual and financial agreements between parties; filed objections; and hearing documentation.

CTC/MVT-260

National Transportation Act, Part III

Description: Information on planning procedures and draft regulations of the extraprovincial motor carrier undertakings of Canada in preparation for the implementation of Part III of the *National Transportation Act;* and questionnaires to Canadian extra-provincial carriers.

CTC/MVT-265

Roadcruiser Bus Service, Newfoundland

Description: Information on the only motor vehicle undertaking which, since 1976, falls under the direct regulatory control of the CTC. *Topics:* Hearings on rates, scheduling and quality of service; in-house studies of company's financial statements and financial procedures; Statistics Canada reports on comparable bus operations; transportation of the handicapped; survey on the quality of service and scheduling of buses in Newfoundland.

CTC/MVT-270

Federal-Provincial Negotiations

Description: Information on ongoing meetings with provinces with a view to developing uniform trucking regulations in Canada.

CTC/MVT-275

Transborder Trucking Dispute

Description: Information on negotiations between Canadian and United States agencies in response to accusations by the United States of discrimination against American truckers by Canadian transport regulatory agencies; and United States reprisals.

CTC/ITP-280

Administration

Description: International Transport Policy Committee minutes, decisions, orders, official files.

CTC/CPT-285

Applications

Description: Required Commodity Pipeline Transport Committee information (in order to grant a certificate of public convenience and necessity and permission to operate) on proposed commodity pipelines; applications to acquire commodity pipeline companies, and submissions made by interested parties other than the company.

CANADIAN TRANSPORT COMMISSION

CTC/CPT-290

Pipelines

Description: Information on commodity pipelines. *Topics:* Qualitative and quantitative information on commodity pipeline operations, costs and technology.

CTC/CPT-295

Standards

Description: Standards for commodity pipelines. *Topics:* Information and analyses pertaining to engineering, economic, financial, accounting and safety standards.

CTC/REV-300

Review Committee

Description: Information on the Review Committee's activities when dealing with applications for review of a modal committee's orders and decisions.

CTC/RES-305

Demand

Description: Information on freight and passenger demand, traffic forecasts and models. *Topics:* Rail transportation of coal, potash, sulphur, grain and lumber products; low-priced air fare review and pricing surveys; use of multimodal transport in Canadian international trade; conference freight trends in Canadian exports.

CTC/RES-310

Supply

Description: Information on modal and intermodal studies, productivity. *Topics:* Rail capacity information; bulk commodity facilities at major ports; cost structure of the Canadian trucking industry; for-hire trucking and Canadian-United States trade; international bulk carriage; international maritime shipping — structure and practices; Canadian international bulk shipping arrangements.

CTC/RES-315

Regulations

Description: Information on regulations, competition, costing, pricing, subsidies. *Topics:* Air services in northern and remote areas; air transport monitoring; water transportation on Lake Athabaska; Conrail and Canada Southern Acquisitions; pricing practices of Canadian railways (transborder and domestic); shortline railroads in Canada; rail costing; air costing; truck costing; competition and regulation in marine transport — trucking rate analysis; marine costing; limitation of ship owners' liability for passengers and luggage (study revisions); impact of the proposed convention on international multimodal transport.

CTC/RES-320

Regional and Social Issues

Description: Information on prairies and grain, isolated communities; transportation of the handicapped; the trucking industry in the Atlantic provinces; adequacy of air services in northern and remote areas.

CTC/TTB-325

Tariffs, Licences and Claims

Description: Information on tariffs filed with the Commission and licensing of carriers under the subsidy programs of the Atlantic provinces. *Topics:* Claims, reference documents and related correspondence; also working papers and computer printouts that detail information for claims made under section 272 of the *Railway Act*.

CTC/TTB-330

Traffic and Tariff Information Systems

Description: Detailed information on the transportation industry and its pricing philosophy, its service facilities and its marketing concepts; also correspondence, memoranda, working papers and information drafts on complaints, applications and disputes before the Commission that concern traffic and tariff matters.

THE CANADIAN WHEAT BOARD

(NOT SUBJECT TO THE ACCESS TO INFORMATION ACT)

Chapter 30

OFFICE OF THE CHIEF ELECTORAL OFFICER

(NOT SUBJECT TO THE ACCESS TO INFORMATION ACT)

Chapter 31

OFFICE OF THE COMMISSIONER OF OFFICIAL LANGUAGES

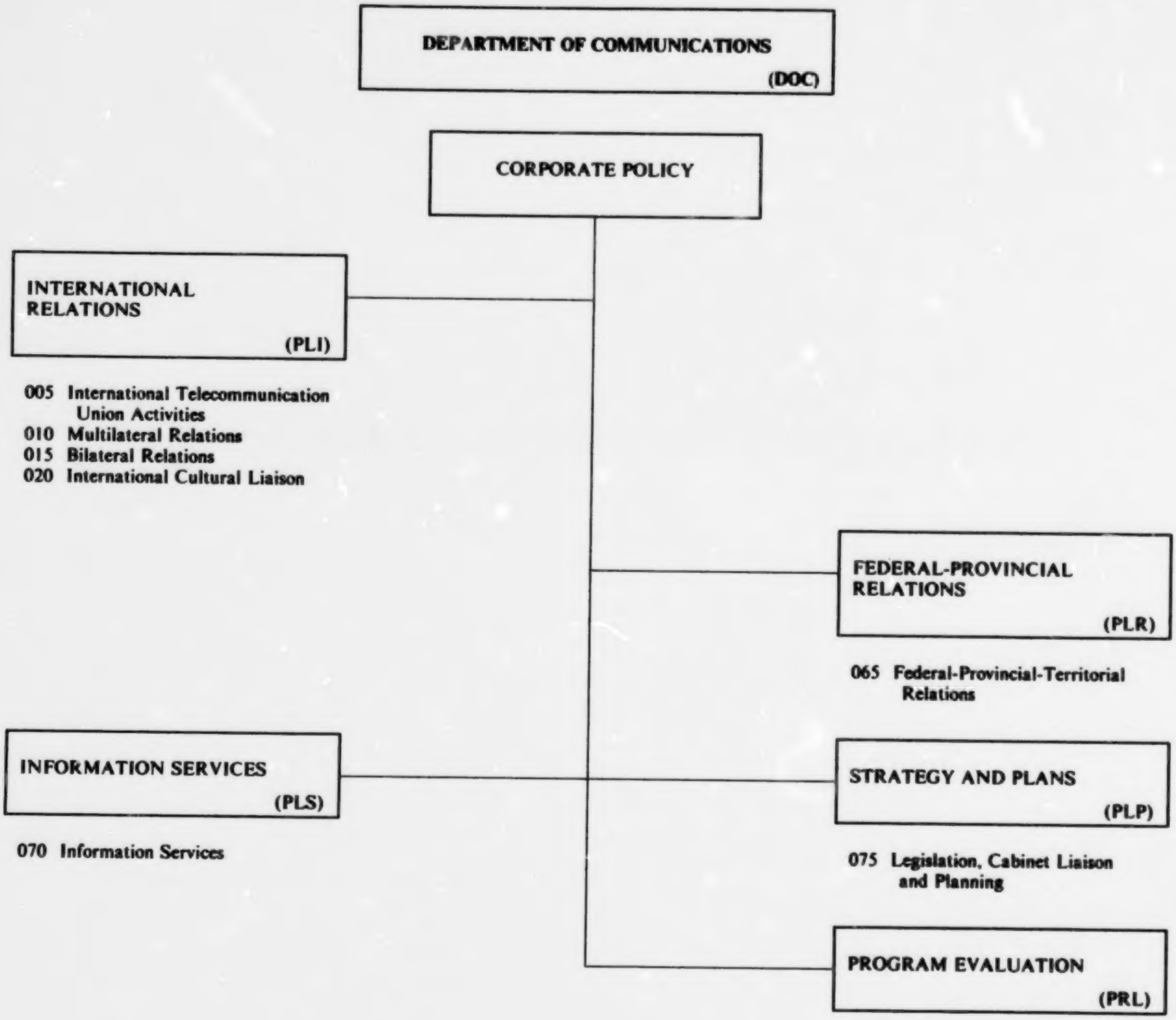
(NOT SUBJECT TO THE ACCESS TO INFORMATION ACT)

Chapter 32

DEPARTMENT OF COMMUNICATIONS

Chapter 33

DEPARTMENT OF COMMUNICATIONS



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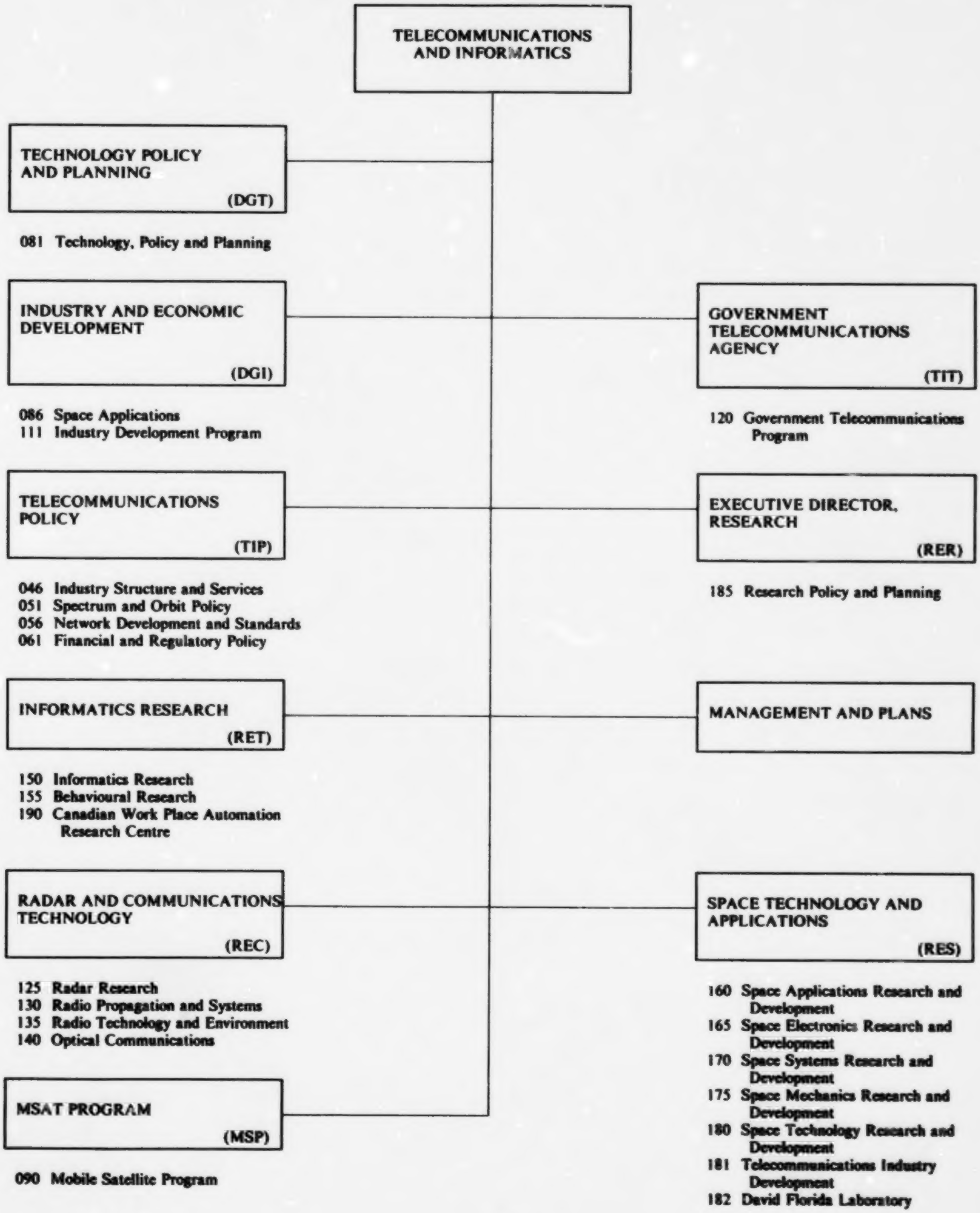
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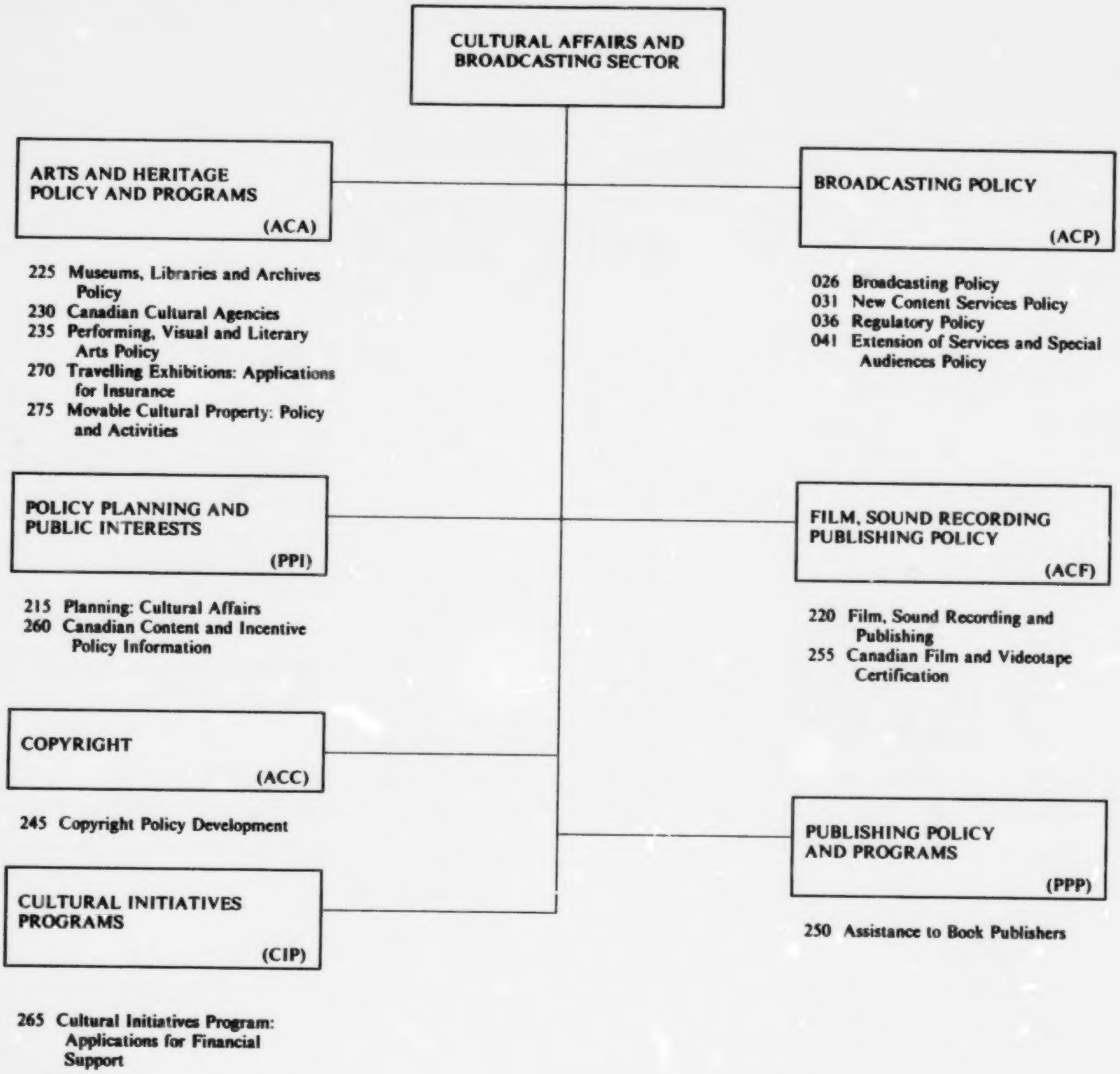

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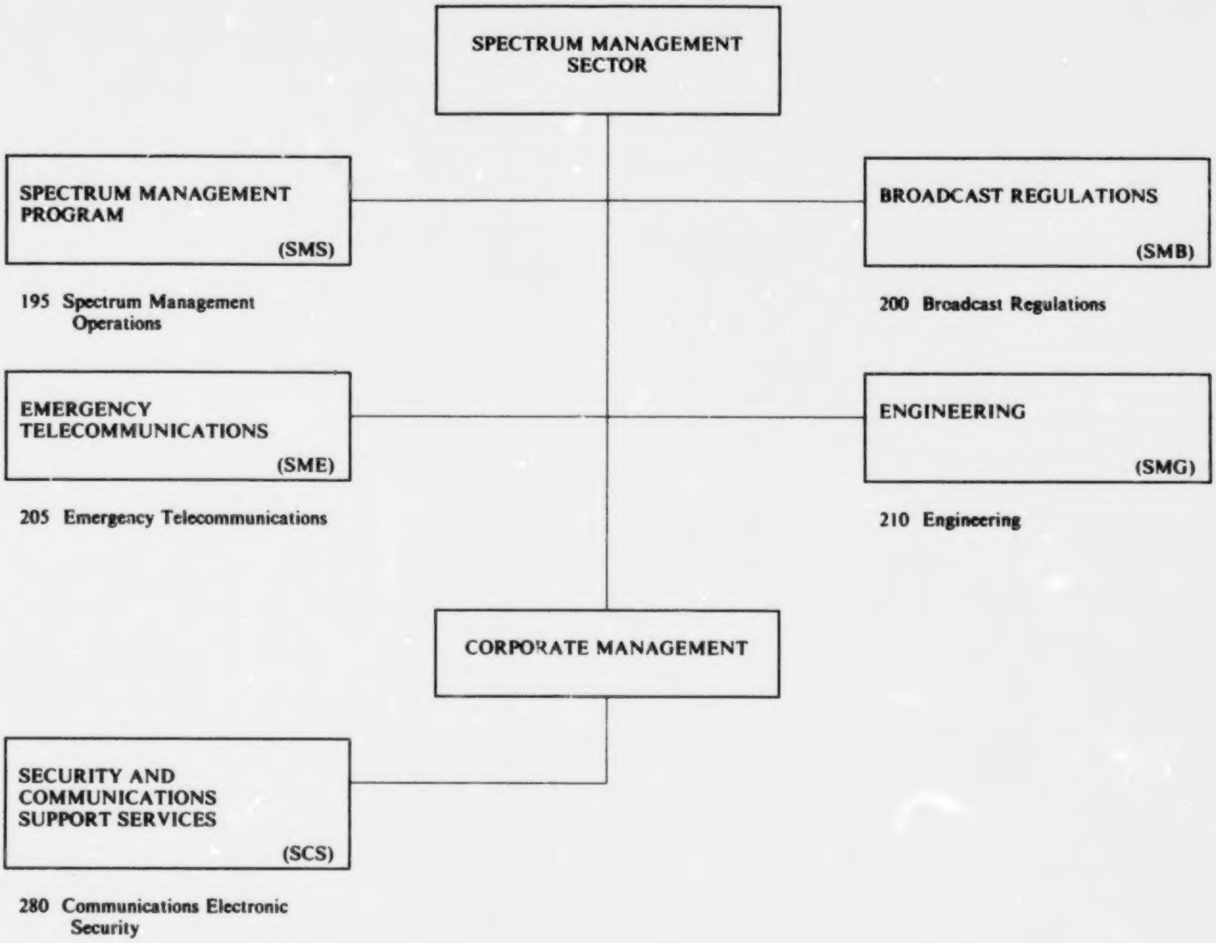
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ACCESS TO INFORMATION AND
PRIVACY CO-ORDINATOR
DEPARTMENT OF COMMUNICATIONS
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DEPARTMENT OF COMMUNICATIONS

Background

Established in 1969 by the *Government Organization Act*, the Department of Communications (DOC) encourages the growth of national and international telecommunications and broadcasting networks and facilities, anticipates and plans for change by conducting research into communications and space technology, manages and regulates the airwaves, and promotes Canadian cultural activities.

The Department was originally concerned with the electronic means of creating, processing, storing, distributing, displaying, accessing, and exchanging information. Its activities were focused on broadcasting, communications research and on Canada's role in satellite communications. Its clientele consisted largely of private and public sector institutions that either manufactured equipment or provided services.

In July 1980, in recognition of the increasingly close links between culture and communications, responsibility for the federal government's arts and culture program, along with responsibility for a number of agencies, was transferred from the Secretary of State to the Minister of Communications.

While other responsibilities continue, the Department is now concerned with a host of public and private institutions operating in the cultural field. In addition, the Department is concerned with the cultural content that flows through electronic and non-electronic channels of communications and includes among its clients the creators and administrators of cultural content.

Laws and Regulations

- Broadcasting Act, Parts II and III
- Canada Council Act
- Canadian Film Development Corporation Act
- Canadian Radio-Television and Telecommunications Commission Act
- Copyright Act
- Cultural Property Export and Import Act
- Department of Communications Act
- National Arts Centre Act
- National Film Act
- National Library Act
- National Museums Act
- National Transportation Act and Railway Act (telegraphs and telephones)
- Public Archives Act
- Radio Act
- Telegraphs Act
- Telesat Canada Act
- The Minister of Communications has also been designated as the appropriate minister for the Canadian Museums Construction Corporation Act

Overall Responsibilities

The Department conducts research, encourages industrial development, and develops policies to address the economic, social and cultural effects of new technology. It fosters the orderly development and operation of communications and cultural affairs for Canada in the following domestic and international spheres:

- Communications and Information Technology — The Department assists Canadian industries that manufacture communications and information equipment or provide related systems, products or services and support for the Department of Communications, National Defence and other departments. It promotes research by and with industry, universities and other institutions. Past major programs included the Telidon program and the Office Communications System Program. It also develops Canadian strength in the field of micro-computers, computer software, mobile satellite systems and new satellite communications services. The Department conducts research in communications, informatics and space and satellite systems at the Communications Research Centre, including the spacecraft testing facilities at the David Florida Laboratory, as well as the Canadian Workplace Automation Centre in Laval, Québec. Research on the use of satellites ranges from improved telephone services to Pay-TV, including satellite-delivered radio and television programming, tele-education, telemedicine, direct broadcasting and search and rescue.
- Communications Policy Development — The Department develops communications policies that make maximum use of Canadian resources and talents, strengthen Canadian industries, exploit technological advances, and generally contribute to the achievement of Canadian economic, social and cultural objectives.
- Radio Frequency Spectrum — The Department continually seeks to manage, improve and extend the use of the spectrum, protect the rights of Canada through international agreements, and provide service to all of its users. In the area of Broadcasting Regulation, the Department fosters the orderly development and technical certification of broadcasting stations in Canada for AM, FM, TV and cable TV in order to provide good quality with interference-free reception.
- The Department manages the airwaves to prevent overcrowding and traffic jams and to ensure that a high quality of service is provided, especially for emergency services. Licences are issued to qualified operators, and traffic is controlled by regulations developed by the Department.
- Each year, more than one million radio licences are issued, including permits for GRS radio owners, operators of microwave systems, and radio and television broadcasters. The Department works closely with other levels of government and with private companies to develop national standards for telecommunications and broadcasting equipment. The Department tests appliances and other electrical equipment to ensure that they do not cause radio interference.
- Government Telecommunications — The Department establishes and maintains long-term federal government telecommunications plans, including the identification of the most efficient and economic alternatives available to satisfy existing and new telecommunications requirements, and accommodates the convergence of technologies (telecommunications, electronic data processing and office equipment) on a government-wide basis.
- The Department of Communications satisfies the needs of federal departments and agencies by planning, establishing and managing telecommunications facilities and services to maximize the benefits of sharing and consolidating telecommunications requirements on a government-wide basis.
- The Cultural Affairs Sector emphasizes both cultural policy development and program delivery. The Department operates programs to provide financial support, resources and services to Canadian cultural organizations and industries, as well as heritage institutions, and in this way supports and promotes the work of Canadian creators, including painters, sculptors, actors, film-makers, writers, musicians and composers.
- Cultural programs include the Cultural Initiatives Program, the Canadian Book Publishing Development Program, the Canadian Film and Videotape Certification Office and the Movable Cultural Property Secretariat.
- The Department also develops policies and programs for the achievement of national artistic and cultural objectives, and

promotes effective inter-agency, inter-departmental, and intergovernmental co-operation in the achievement of those objectives, which include encouraging artistic and cultural activities in Canada, advising on the optimum allocation of resources among arts and culture programs, fostering greater inter-agency program co-operation and co-ordination in support of cultural and other national objectives, and supporting or managing special artistic and cultural programs outside those of the federal cultural agencies.

Organization

The Department of Communications is headed by the deputy minister and supported by five assistant deputy ministers who are responsible for the following sectors: Corporate Policy; Telecommunications and Informatics, including Government Telecommunications; Spectrum Management; Cultural Affairs and Broadcasting; and Corporate Management.

The Department has regional offices in Moncton, Montréal, Toronto, Winnipeg, and Vancouver, and 47 district offices across Canada. In addition, it maintains research and testing facilities in the National Capital Region at the Communications Research Centre and its Clyde Avenue Laboratories and operates a Workplace Automation Research Centre in Laval, Québec.

There are nine agencies in the communications and cultural field that report to Parliament through the Minister of Communications. They are

- The Canada Council, which provides support to performing arts organizations, artists, writers and many other creators;
- The Canadian Broadcasting Corporation, which provides national television and radio services in both official languages and operates Radio Canada International, which broadcasts news and information about Canada to listeners around the world;
- The National Film Board of Canada, which supports the work of the independent film-makers and produces its own films on a wide range of subjects;
- Telefilm Canada, which provides financial assistance and marketing support to film and television producers;
- The National Arts Centre, which showcases Canadian achievements in the performing arts, as well as the best the world has to offer;
- The National Museums Corporation, which assists in the development of museums and galleries across the country and is responsible for the National Gallery of Canada, the National Museum of Man, the National Museum of Natural Sciences and the National Museum of Science and Technology;
- The National Library of Canada, which provides technical support to libraries across the country and maintains a national collection of books, new and old, rare and readily available;
- The Public Archives of Canada, which maintains a national archival collection of documents, photographs and recordings and is responsible for the archives of the Government of Canada;
- The Canadian Cultural Property Export Review Board, which certifies for income tax purposes as important to Canada's heritage cultural objects given or sold to designated Canadian institutions.

The Minister of Communications is also responsible to Parliament for the Canadian Radio-television and Telecommunications Commission (CRTC), which regulates broadcasters, cable services and national telecommunications services.

General Information Services

Libraries

Reports, studies, briefs and other documents prepared by or for the Department of Communications should be requested through:

The Library
Department of Communications
Journal Tower North
Room 1420
300 Slater Street
Ottawa, Ontario
K1A 0C8
Telephone: (613) 990-4937

There are smaller libraries at each of the five regional offices:

Atlantic Regional Office

Terminal Plaza Building
1222 Main Street, 7th Floor
P.O. Box 5090
Moncton, New Brunswick
E1C 8R2
Telephone: (506) 388-6505

Québec Regional Office

Rasco Hotel
295 St. Paul Street East
Montréal, Québec
H2Y 1H1
Telephone: (514) 283-7737

Ontario Regional Office

9th Floor, 55 St. Clair Avenue East
Toronto, Ontario
M4T 1M2
Telephone: (416) 973-8215

Central Regional Office

200-386 Broadway Avenue
Winnipeg, Manitoba
R3C 3Y9
Telephone: (204) 949-3166

Pacific Regional Office

800 Burrard Street, Suite 1700
Vancouver, British Columbia
V6Z 2J7
Telephone: (604) 666-5424

Information Services Branch

The branch maintains a list of all publications and audio-visual materials produced by the Department to inform the Canadian public. Requests for news releases, speeches and general information on departmental policies, programs and activities, including publications, annual reports, and audio-visual materials, should be directed to

Distribution Office
Information Services
Department of Communications
Journal Tower North
300 Slater Street
Ottawa, Ontario
K1A 0C8
Telephone: (613) 990-4842, 990-4900

DEPARTMENT OF COMMUNICATIONS

Access Procedures

All formal access requests should be directed to

The Access and Privacy Co-ordinator
Department of Communications
Journal Tower North
300 Slater Street, Room 404
Ottawa, Ontario
K1A 0C8
Telephone: (613) 990-4131

CORPORATE POLICY SECTOR

This sector co-ordinates federal-provincial-territorial activities in communications and culture; develops Canada's policy on international aspects of communications and culture; integrates and harmonizes policy within the Department; develops and disseminates policy, program and regulation information to the communications and cultural industries and the general public; and provides legal advice to the Department.

International Relations Branch

This branch develops and implements policies, programs and strategies required at the international level to promote, protect and achieve national communications and cultural interests and objectives. It is responsible for ensuring that significant international developments and factors are taken into account in the formulation of national communications and cultural policies; and for the effectiveness of the Department's representation in all bilateral and multilateral negotiations and activities affecting Canadian communications and cultural interests. This involves preparing and negotiating film and television co-production agreements with key foreign countries; promoting the international marketing of Canadian cultural products; and co-ordinating Canadian presentations to such international organizations as the International Telecommunication Union, including preparation of Canadian proposals and negotiating strategies in consultation with the private sector and provinces, in order to ensure that future Canadian requirements can be achieved within established international conventions. In addition, it provides policy guidance regarding international trade and aid to developing nations; participation in international space communications activities such as INTELSAT and the European Space Agency (ESA); and spectrum co-ordination with the United States in border areas.

MANUALS

- International Telecommunication Union (ITC) Radio Regulations
- International Radio Consultative Committee (CCIR)
- International Telegraph and Telephone Consultative Committee (CCITT)
- 1982 International Telecommunication Union Convention
- UNESCO's Standard-Setting Instruments

Federal-Provincial Relations Branch

This branch is responsible for advancing the federal government's interests in communications and culture through bilateral and multilateral meetings, information exchange, co-ordination, consultation and negotiation with provinces and territories. The branch promotes regional considerations in policy development and program delivery, including co-ordination leading to economic and regional development subsidiary agreements with the provinces in the areas of communications and cultural industries.

Information Services Branch

This branch plans and implements information activities to facilitate communications between the Department and the public, as well as communications within the Department. It provides information on the policies, programs and activities of the Department and informs departmental managers of the interests and concerns of the public and client organizations as expressed in the media and through correspondence, public meetings, and direct contact with information officers. Methods include planning communications programs and activities; publication of news releases, fact sheets, articles, newsletters, reports, brochures, pamphlets, posters, technical notes, books, photographs, designs and slides; preparation and staffing of displays, exhibits, and audio-visual presentations; publication and preparation of information materials; operation of a departmental briefing centre and speakers' bureau; organization and staffing of news conferences, briefings, and special events; preparation of correspondence; operation of a media monitoring service.

Strategy and Plans Branch

This branch is responsible for ensuring coherence and consistency with overall government priorities, for all departmental endeavours, including policies, programs, regulations and legislation. It provides direction in the development of policy in the fields of communications and culture. The branch also provides briefings to the Minister on all major departmental and agency proposals as well as those of other departments which have implications for the Department of Communications. This involves the design and management of the corporate policy and strategic planning for the Department as a whole; the management of legislation and legislative amendments for the Department; the management of Cabinet business for the Department, including liaison with central agencies; and the conduct of socio-economic policy research and analysis as well as environmental scanning and forecasting.

TELECOMMUNICATIONS AND INFORMATICS

This sector attempts to ensure that Canada's technological potential is used to the greatest economic and social benefit by enhancing Canada's advantages in the domestic and foreign markets. This involves fostering the development and application of advanced information and communications technologies and supporting the growth of industries creating, manufacturing and employing those technologies.

The sector is active in the identification and assessment of new technology, policy analysis and formulation, economic and marketing analysis, program and project management, and of communications and informatics. The sector is composed of ten components: Technology and Policy Assessment, Industry and Economic Development, Telecommunications Policy, Informatics Research, Radar and Communications Technology, Research Policy and Planning, Space Technology and Applications, the MSAT program, Government Telecommunications Agency and Management and Plans.

Technology Policy and Planning Branch

The role of the Branch is to provide early information on the opportunities and threats for Canada resulting from new developments in communications-related sciences and technologies, and from changes in the regulatory, industrial, social and economic environments, in Canada and abroad. The Branch also has the responsibility to develop and maintain departmental policies based on this knowledge, in the field of advanced communications technologies. Projects are also initiated to test innovative technologies.

Telecommunications Policy Branch

This branch formulates and recommends policies and programs governing and promoting the establishment, development and efficiency of national and international telecommunications facilities and services. This includes policy initiatives for institutional, corporate and inter-corporate structures and relationships (carrier competition, terminal attachment, conditions of service); the optimal development of telecommunications networks (integration of satellite and terrestrial networks, standards of service to remote areas of Canada); allocation and use of the radio frequency spectrum and the geostationary orbit resource. The branch develops and recommends policies and strategies to foster new telecommunications services. In addition, it monitors and analyzes the activities of telecommunications corporations with federal government investment. The branch makes recommendations on financial and regulatory matters concerning telecommunications entities within federal jurisdiction.

Industry and Economic Development Branch

This branch relies on its own specialists and co-operates with other departments and agencies to foster the orderly and efficient development and application of advanced information and communications technologies in Canadian industries creating, manufacturing and marketing those technologies for domestic and foreign markets. It assists the space, telecommunications and informatics industries in exploring opportunities at home and abroad for goods and services through in-house economic analysis, marketing support, technological expertise and research and development.

This branch manages major applications programs and projects designed to develop and test the concept and feasibility of new technologies. The branch is responsible for the Mobile Satellite (MSAT) Program, the Office Communications Systems Program, Telidon, and the Space Applications Program. It is also responsible for the implementation of new program activities to develop appropriate technologies and services that have been identified as opportunities for Canadian exploitation.

Government Telecommunications Agency (GTA)

The agency provides shared and customized voice and data telecommunications services and facilities to federal departments and agencies. It is responsible for planning, establishing, and managing telecommunications facilities and services to economically satisfy the needs of federal departments and agencies. Designated as a mandatory common service organization providing telecommunications facilities and services for federal government users, the GTA is financed by a revolving fund and is managed on a fully cost revenue dependent basis. The agency is included in the Telecommunications and Informatics Sector to facilitate a careful assessment of the role that the federal government market should play in the development of the Canadian industry. It will implement, as appropriate, communications and information handling technologies in the government environment.

The research branches of the Telecommunications and Informatics Sector plan, develop and manage communications research and development (R&D) in telecommunications, space and information technologies, including work performed for industry and other government departments. They also formulate policy and conduct comprehensive, multidisciplinary research and development programs to foster the development and introduction of new communication systems, both terrestrial and in space, and encourage the development of the related industrial infrastructure. The sector is responsible for the three branches located at the Communications Research Centre (CRC), Shirley Bay:

- Radar and Communications Technology Branch
- Space Technology and Applications Branch
- Informatics Research, with divisions at headquarters and CRC, and the Canadian Workplace Automation Centre in Laval, Québec.

Radar and Communications Technology Branch

The branch is responsible for the departmental research and development program in co-operation with Canadian industry and universities in the areas of radio-propagation, radio communications, fibre optics technology, electro-optical technology, radio and remote sensing technology, and systems for military and civil applications.

The branch is responsible for the programs outlined below.

The Optical Communications Program conducts applied research in fibre optics, opto-electronics and photonics, transfers new technology to industry, fosters the growth of a Canadian fibre optics industry, develops national and international fibre optics standards, supports related research in universities, and supports Department of National Defence requirements for fibre optics technology.

The Radio Technology and Environment Laboratory is responsible for the departmental research and development program on radio communications technology and radio environmental research in co-operation with Canadian industry and universities. It studies the performance of radio communications equipment in its operating environment (signal and noise environment, electromagnetic compatibility) for military and civil applications.

The Radio Propagation and Systems Laboratory is responsible for a research program on the transmission of radio waves in the very low frequency (VLF) through extra high frequency (EHF) bands, with a view to improving the design and performance of analogue and digital communication systems. The lab is also involved in the study and development of communications systems which are primarily of interest in military applications. The work is carried out partly in-house, partly under contracts with universities and industry, and partly through co-operative projects with the common carriers.

The Radar Research Laboratory is responsible for research and development principally on behalf of the Department of National Defence. Activities include work on air-borne, maritime, ground-based and space-based radars with emphasis on signal and data processing. Technical support is provided to government procurement projects involving radar systems. Representation is provided on international collaborative organizations.

Informatics Research Branch

The branch conducts a program of research and development in informatics (i.e., information technology and systems). Research and development takes place in information processing, networks and standards and behavioural research. The resulting information assists in the development of communications policies, regulations and standards; enables the branch to provide expert advice and support to other federal departments and agencies; facilitates the development and introduction of new information technologies, systems and services; encourages Canadian industrial capability in the research, development and exploitation of information communications technology; and encourages Canadian scientific and technological achievement and recognition.

The branch is responsible for the programs outlined below.

Information Processing Research examines fundamental communications problems in image and sound, interactive systems, and video systems; examines the requirements, complexities and trade-offs of bringing together diverse technologies and techniques in applications of information communications systems and networks; develops the underlying technologies and systems; exploits the emerging related technologies; and draws from other disciplines in science and the humanities as necessary.

Networks and Standards Research and Development is concerned with the development and negotiation of beneficial standards for new network services and systems that enable people or computers to exchange information.

Behavioural Research examines the intellectual, creative and productive capabilities of human beings in information communications and related processes, especially human perceptual and cognitive processes, related human behaviour and the interaction between people and technology-based informations systems.

Informatics Applications examines selected information communications applications, their operational needs, the probable productivity gains from an exploitation of informatics technology and the criteria for its acceptability; it also demonstrates the feasibility of informatics systems services and standards under realistic operational situations; identifies co-operative support throughout government and industry. Primary applications are electronic publishing and video display.

Space Technology and Applications Branch

This branch is responsible for research and development programs leading to advanced satellite technology, systems, applications and services. It operates specialized laboratories and satellite communications facilities to carry out experimental projects using both Canadian and foreign satellites. The David Florida Laboratory for the integration and testing of satellites and space systems is maintained and operated at the Communications Research Centre, in support of Canadian industry and other government departments and agencies. The Space Technology Research and Development program involves the development of new concepts, techniques and equipment for satellite payloads and vehicles, and for the earth terminals and facilities needed to make effective use of satellites. The Space Systems and Applications Research and Development program deals with the development of space systems, applications and services. The branch also contributes to planning and policy formulation and to program and project management within the Department and in other departments.

Research Policy and Planning Branch

The branch plans, co-ordinates, formulates and reviews policy related to the Department's research program and is responsible for international collaboration and liaison. It is responsible for the programs outlined below.

The Development of Space Subsystems and Components (DSSC) Program funds research and development contracts with Canadian industry to develop satellite communications technology required in future satellite systems.

The Interdepartmental Industrial Assistance Program co-ordinates the Department's participation in a number of research and development programs funded and administered by other departments and agencies, namely, the National Research Council's Program for Industry/Laboratory Projects (PILP) and Industrial Research Assistance Program (IRAP); Supply and Services Canada's Unsolicited Proposal and Source Development Fund programs; the protection of intellectual property administered by Canadian Patents and Development Ltd.; the Catalytic Seed Fund and the Intelsat Research and Development Program.

The Canadian Work Place Automation Research Centre (CWARC)

The Canadian Work Place Automation Research Centre in Laval carries out research and development in all aspects of office automation. The centre works closely with other branches of the Department, private industry, and the Canadian scientific community to build a strong base of competence and expertise in Canada. In addition to the Informatics Research Branch located at CRC Shirley Bay, the centre is responsible for the programs outlined below.

The Integrated Systems Research and Development carries out research and development on integrated systems. Functions and services are merged so that an individual has immediate access to a complete range of information-handling services, including conventional person-to-person and store-and-forward forms of communication; information storage and retrieval; voice, video and computerized conferencing; information manipulation, processing and augmentation; information distribution, control and management; human-to-machine and machine-to-machine communications and information display.

Advanced Work Place Technology Research and Development conducts research and development in new areas such as the development of specialized and advanced software systems supporting the office complex and the development of new intelligent office work systems.

Organizational/Societal Research establishes expertise and facilities at the Centre for Research and Development in various facets of work place automation and its impact on procedures and the structure of organizations. Activities focus on improving the productivity of organizations through special communications software and hardware, including training and concentration on organizational and social issues; developing better and more competitive systems and services through research and testbeds for product and service evaluation; and leading long-term conceptual research in co-operation with academic and other research institutions.

Scientific and Strategic Information Network is a focal point for co-operation with related laboratories, both nationally and internationally, for information gathering and dissemination, and for co-operation with the private sector. It maintains a knowledge network, and co-ordinates national and international collaboration and a national and international exchange program. It maintains a database on office automation. It is designed to meet the needs of smaller firms in particular, and analyzes the large amounts of available information and transforms "state-of-the-art" knowledge into a directly accessible format as an integral part of the technology transfer strategy of the centre.

SPECTRUM MANAGEMENT SECTOR

The sector is responsible for providing service to users of the radio frequency spectrum, for the orderly growth of telecommunications facilities, and for delivery of all departmental programs through regional and district offices across the country. The sector is also responsible for Emergency Telecommunications Planning.

The major components of the sector are the Telecommunication Regulatory Service and Regional Operations.

Telecommunications Regulatory Service

The service is responsible for standards, practices and procedures required to manage the radio frequency spectrum; centralized regulatory functions and the standardization, certification and type-approval of customer-supplied terminal equipment; and emergency planning.

Regional Organization

The organization consists of five regional offices and 47 district offices and sub-offices. They are responsible for managing and regulating the spectrum, managing government telecommunications services for regional client departments, and overseeing the Department's programs across the country.

Spectrum Management Program

This program assigns radio frequencies to various users; sets technical standards for radio equipment and systems; provides technical support to the CRTC; co-ordinates frequency planning and assignment with the United States and other countries; sets standards for spectrum pollution control; analyzes and evaluates technical submissions for the use of radio spectrum; issues, renews, and amends radio station licences; collects licence fees; issues radio operator certificates; monitors and inspects radio stations; investigates interference complaints; and initiates legal proceedings against suspected offenders.

Terminal Attachment Program

This program ensures the orderly introduction of customer-owned telecommunications terminal equipment designed for connection to the telecommunications carriers' networks. More specifically, it develops technical standards for terminal attachments, certifies equipment and lends technical support to the CRTC to resolve associated technical disputes.

Emergency Telecommunications Planning

Through this program, the branch plans and prepares to ensure that Canada's telecommunications resources are able to provide essential communications for government, industry, and the public during national emergencies including war. The three main activities are:

- the implementation of emergency programs to provide warning and information to the public, to ensure essential communications survive, and to provide priority restoration of vital communications during an emergency.
- the development and application of telecommunications regulations and controls to ensure that essential communications services are available during a crisis situation.
- provision of support to other federal departments, agencies and provincial emergency organizations in developing the communications portion of their emergency planning documents and co-ordinating the communications response to emergencies when they arise.

Manuals

These manuals are available for examination at all regional and district offices and at the headquarters library.

- Policy Manual (PM) — PM-1 Radio Licensing — This manual consolidates departmental policy relating to the licensing of radio services in Canada in accordance with the provisions of the *Radio Act*.
- Radio Inspectors Manual (RIM) — RIM-1-General; RIM-1-1-Consolidation of legislation and regulations on telecommunications; RIM-2-Licensing procedures; RIM-3-Inspection-Aeronautical, Maritime Land Stations; Interference; RIM-4-Certificates-Examinations; RIM-7-Prosecutions.

CULTURAL AFFAIRS AND BROADCASTING SECTOR

The Cultural Affairs and Broadcasting Sector is responsible for the formulation of policies and design of programs in the fields of broadcasting and cable, film, video, sound recording, publishing, copyright, cultural heritage and performing, literary and visual arts; advising the Minister on policies and programs across the federal cultural portfolio; administering programs and regulations assigned to the Department; and providing support to cultural industries and organizations. The Sector is composed of three branches; Broadcasting and Cultural Industries; Arts and Heritage Policy and Programs; and Policy Planning and Public Interests.

Broadcasting and Cultural Industries Branch

This branch develops policies, legislation, strategies and programs in the area of broadcasting and associated delivery technologies. This includes private radio and television broadcasters generally and, in particular, the Canadian Broadcasting Corporation; the Canadian cable industry and associated technologies; related program production and content industries; the pay television industry and the Canadian satellite industry. The branch also develops policies and programs to encourage the development of new services such as videotex and teletext. The branch is also responsible for developing policies, strategies and programs in the area of film, video and sound recording with an emphasis on production, distribution and marketing of cultural products. Development of policies, formulation of objectives and design of programs in the area of publishing with an emphasis on measures to encourage the creation, publishing, marketing and distribution of Canadian authored books, periodicals and electronic publications falls within this branch. The branch is responsible for the programs outlined below.

Film, Sound Recording and Publishing Policy

The directorate formulates and implements policies to ensure the development of Canadian owned and controlled cultural industries and federal cultural agencies by promoting increased access by Canadians to Canadian cultural products; and to develop new Canadian talent and increase our share of the market at home and abroad.

Canadian Book Publishing Development Program (CBPDP)

This program promotes the development of the Canadian owned and controlled sectors of the book publishing industry in Canada. The program offers financial assistance to book publishers for various purposes. A brochure explaining the program and the criteria used to evaluate applications is available free of charge from Information Services.

Concessionary Postal Rates Subsidy for Publications

The Minister of Communications purchases postal rate discounts from the Canada Post Corporation for selected categories of mail, namely second-class newspapers and periodicals, library books, and books mailed by publishers, distributors and booksellers. The Minister is responsible for setting the levels of discount and the eligibility criteria, while the Canada Post Corporation administers the program itself.

All requests for information on how to apply, postal rates and regulations, and program guidelines should be forwarded to Canada Post. The Department has information on the history of the program, its costs and policy-related issues (see DOC/ACF-220).

Canadian Film and Videotape Certification Program

This program promotes film and videotape production in Canada by certifying films and videotape productions as being "Canadian". Canadians investing in these productions can deduct 100 percent of their investment from their taxable income over a two year period. Information brochures on how to apply for certification and on statistics and general information are available.

Arts and Heritage Policy and Programs Branch

This branch is responsible for the development of a comprehensive arts policy and the design of the Department's support programs in the fields of the performing, visual, literary and media arts. The branch is also responsible for the development and co-ordination of national heritage policies, and for the development and management of the Department's heritage programs. Responsibility for formulation and revision of an integrated copyright policy, including protection for artists, creators and the industries engaged in the production and distribution of cultural products falls within the mandate of this branch.

Copyright

This directorate formulates, develops and recommends policy and associated legislation in the field of copyright, including protection for artists, creators and the industries engaged in the production and distribution of cultural products.

Cultural Initiatives Program

The program provides financial assistance to non-profit Canadian cultural organizations to support specific projects in the following categories: management development, the innovative use of new technology, new buildings or renovations or repairs to existing buildings and special events of national significance.

A brief history of the program and listing of all grants and contributions made since its establishment in 1980 is available upon request.

Program of Insurance for Major Travelling Exhibitions

The program provides insurance for national and international travelling exhibitions in Canada that have a value of $1 million or more. Insurance coverage is provided under a master insurance policy to qualified museums, galleries, archives and libraries, upon application.

Cultural Property Export and Import Act

The purpose of the *Cultural Property Export and Import Act* is to preserve, in Canada, the best examples of our heritage in movable cultural property. This is accomplished by:

- certification for tax purposes by the Canadian Cultural Property Export Review Board of objects donated or sold to designated institutions;
- implementation of an export control system; and
- provision of grants to designated institutions to repatriate cultural objects or purchase them when export permits have been refused.

The Act also enables Canada to be a signatory to the 1970 UNESCO Convention on the illicit import, export and transfer of ownership of cultural property.

An annual report outlining the activities of the Movable Cultural Property Review Board and the Movable Cultural Property Secretariat is available from Information Services. Also available is a booklet entitled "Introduction to the Cultural Property Export and Import Act". Information circulars are available to prospective applicants.

The Canadian Cultural Property Export Review Board, listed separately, has a greater interest in those records relating to applications the certification for tax purposes and for cultural property export permits. Enquiries about these records should be directed to the Access to Information Co-ordinator, Canadian Cultural Property Export Review Board.

Policy Planning and Public Interest Branch

This branch is responsible for providing support to the sector by developing long-term strategic policies; for strategic policy analysis and specialized policy support on issues which are cross-sectoral in nature and for directing the conduct of research programs involving extensive data collection and analysis. The branch acts as the focal point within the sector for the overall management of Economic Regional Development Subsidiary agreements arising out of the Economic Regional Development Agreements (ERDA) made with the provinces in the areas of communications (broadcasting and production-related activities) and culture. The branch also develops policies and programs to respond to public interests in the production, distribution and consumption of cultural products and develops policies and programs to encourage extension of broadcasting and new services to remote and under-served communities and to special audiences.

Corporate Management Sector

This sector is responsible for providing essential support services to the programs of the Department. These services include the following: financial services, information systems and computer services, administrative and technical services, official languages, personnel services and, security and communications support services. Personal information relating to these activities is listed in the standard banks; other programs are not described, with the exception of the Security and Communications Support Services Branch, which performs a number of specialized functions.

Security and Communications Support Services Branch

In addition to the services it provides to the Department in the areas of security education, enforcement and clearances, health, safety and fire prevention, the branch provides support to other departments and agencies that do not possess their own expertise in the area of communications and electronic security. It works closely with other divisions of the Department, other government institutions and industry to promote the development of security in information technology and security technology in general.

Classes of Records

DOC/PLI-005

International Telecommunication Union (ITU) Activities

Description: Information pertaining to Canada's involvement in the International Telecommunication Union Activities in consultation, management, regulation, development, standards setting and technical assistance. *Topics:* Administrative Council annual meetings; World Administrative Radio Conferences (WARC): mobile services, space (use of the geostationary-satellite orbit), medium-frequency broadcasting (western hemisphere), high-frequency broadcasting; International Frequency Registration Board (IFRB); International Radio Consultative Committee (CCIR): national and international study group meetings, plenary assembly meeting (every four years); International Telegraph and Telephone Consultative Committee (CCITT): national and international study group meetings, plenary assembly meeting (every four years); plenipotentiary conference.

DOC/PLI-010

Multilateral Relations

Description: Information pertaining to Canada's involvement in international organizations with responsibilities for international telecommunications services, for the elaboration of international guidelines for such services, or for the discussion of communications issues. *Topics:* International Telecommunications Satellite Organization (INTELSAT); International Maritime Satellite Organization (INMARSAT); International Committee on Space Research (COSPAR); Search and Rescue Satellite (SARSAT); Inter-governmental Maritime Consultative Organization (IMO); International Civil Aviation Organization (ICAO); Commonwealth Telecommunications Organization (CTO); Conference of Inter-American Telecommunications Commission (CITEL); United Nations Committee on Peaceful Uses of Outer Space (UNCOPUOS); United Nations Educational, Scientific and Cultural Organization (UNESCO); Organization for Economic Co-operation and Development (OECD); North Atlantic Treaty Organization (NATO).

DOC/PLI-015
Bilateral Relations
Description: Information on Canada's bilateral relations with other nations in the field of communications to ensure the successful pursuit of Canada's multilateral and bilateral interests, and the promotion of Canadian trade and industry. *Topics:* Spectrum co-ordination matters; cable and satellite retransmission rights; communications development in developing countries; satellite services-mobile, direct broadcasting satellites (DBS); implementation of ITU conference decisions; domestic and international communications policies.

DOC/PLI-020
International Cultural Liaison
Description: Information dealing with Canada's bilateral and multilateral involvement in the field of culture such as the provision of expertise and support on the international aspects that influence the establishment and implementation of cultural and artistic policies, activities and programs; formulation of recommendations for participation in international cultural meetings and conferences; preparation of briefs on international cultural matters and follow-up action and implementation of international cultural programs. *Topics:* International aspects of cultural policy, programs and activities; international protection of Canada's cultural interests; United Nations Educational, Scientific and Cultural Organization (UNESCO); Agence de Coopération culturelle et technique (ACCT); Council of Europe (cultural matters); Commonwealth (cultural matters); cultural visits and missions; bilateral cultural joint commissions; international marketing support of Canadian cultural products; negotiations of bilateral film and television products; co-production agreements.

DOC/ACP-026 *Formerly Identified as:* DOC/PLB-025
Broadcasting Policy
Description: Information on the formulation of policies and programs and on implementation strategies to develop broadcasting in a way that contributes to Canadian social, cultural and economic objectives. Information on the development and implementation of comprehensive analyses in the field of broadcasting, including the operational monitoring of the Canadian Broadcasting Corporation and broadcast-related activities of Telefilm Canada. *Topics:* Broadcasting, radio: projects, reports, policies and programs; broadcasting, television: projects, reports, policies and programs; broadcasting, cable television: projects, reports, policies and programs; Canadian Broadcasting Corporation; International Broadcasting Policy; new and specialized broadcasting services; pay television; program production; Canadian Broadcast Program Development Fund; Telefilm Canada (broadcast-related activities). *Databases:* Radio, television and cable micro database containing information on broadcasting and cable industries that can be retrieved quickly for statistical analysis; telecommunications macro database containing information on broadcasting, cable television, telephony and telecommunications industries that can be retrieved quickly for statistical analysis.

DOC/ACP-031 *Formerly Identified as:* DOC/PLB-030
New Content Services Policy
Description: Information on policies, programs and proposals for non-programming services, including videotex and teletext services, broadcasting, and related communication technologies. Information is also available on office communications systems as the Department is taking part in a field trial on office automation. *Topics:* Special interest groups; videotex/teletext; new technology: software and services; applied technologies: arts and culture; office communications systems program; computer courseware.

DOC/ACP-036 *Formerly Identified as:* DOC/PLB-035
Regulatory Policy
Description: Information on the development of policies and legislative measures related to the regulation of telecommunications; specifically radio, television and cable television. *Topics:* Legislation; regulations; directives to the CRTC; appeals to the Governor-in-Council (section 23 of the *Broadcasting Act*); status of cable television; copyright law and cable rediffusion of broadcasts.

DOC/ACP-041 *Formerly Identified as:* DOC/PLB-040
Extension of Services and Special Audiences Policy
Description: Information on policies, programs and proposals related to the extension and improvement of broadcasting, cable, telecommunications, and new programming and non-programming services for Canadians who are inadequately served by the broadcasting system because of their geographic location or their special cultural, social or physical requirements. *Topics:* Extension of services; northern communications; native communications; Northern Native Broadcast Access Program; communications and the handicapped; broadcasting and social applications of satellites; multilingual broadcasting.

DOC/TIP-046 *Formerly Identified as:* DOC/PLT-045
Industry Structure and Services
Description: Policies relating to corporate relations and services in the telecommunications carriage industry. *Topics:* Legislation; competition; terms and conditions of service; terminal attachment.

DOC/TIP-051 *Formerly Identified as:* DOC/PLT-050
Spectrum and Orbit Policy
Description: Domestic telecommunications policies on spectrum and orbital allocations and radio systems. *Topics:* Frequency allocation policy; spectrum utilization policy; radio system policy; orbit policy.

DOC/TIP-056 *Formerly Identified as:* DOC/PLT-055
Network Development and Standards
Description: National policies related to the orderly development and implementation of telecommunications networks. *Topics:* Network development; standards policy; northern communications.

DOC/TIP-061 *Formerly Identified as:* DOC/PLT-060
Financial and Regulatory Policy
Description: Policies relating to the regulation of the telecommunications industry. *Topics:* Telecommunications regulation; financial statistics.

DOC/PLR-065
Federal-Provincial-Territorial Relations
Description: Information on relations between the Department and the provincial or territorial departments responsible for communications and cultural affairs. *Topics:* Communications: bilateral relations with provinces and territories; broadcasting; carriage; committees; conferences; co-operation and liaison; division of powers, constitutional matters; legislation and regulations; multilateral and bilateral meetings; research; space; spectrum management; cultural affairs — provinces and territories; cultural industries; federal cultural agencies; heritage; the Department's

Regional Dimension Action Plan and economic regional development agreements with provinces.

DOC/PLS-070
Information Services
Description: Information on the planning, management and activities of Information Services. *Topics:* Public affairs; publications and creative services; audio-visual and exhibitions services. *Storage Media:* Files, slides, photos, films, video cassettes.

DOC/PLP-075
Legislation, Cabinet Liaison and Planning
Description: Information on legislative and Cabinet liaison processes and on strategic financial and policy planning. *Topics:* Telecommunications and broadcasting legislation; Crown corporations; regulatory reform; strategic planning.

DOC/DGT-081 *Formerly Identified as:* DOC/TIP-080
Technology Policy and Planning
Description: Information about technological trends and priorities and the technical, economic, institutional, regulatory and social impacts of those key technologies. *Topics:* Technology assessment, research environment, telecommunications program design and assessment; artificial intelligence, new video technologies, electronic publishing, CANPACT, intelligent buildings.

DOC/DGI-086 *Formerly Identified as:* DOC/TIA-085
Space Applications
Description: This branch consists of four programs: Satellite Prime Contractor Development Program, to support Spar Aerospace Limited in a three year research and development program for advanced satellite payload sub-systems development; the Brazil Support Program to manage, on behalf of CIDA, the Spar-Embratel satellite training contract with Spar Aerospace, and the Canada-Brazil Technical Co-operation Program; the ESA Communications Program, to perform management functions relating to Canadian participation in the Olympus program of ESA; the EHF Program, to plan and implement a program of EHF technology trials on the Olympus satellite. *Topics:* Satellite Prime Contractor, BRASILSAT support, ESA Programs management, Olympus (L-SAT) Program participation, and EHF Program planning and implementation.

DOC/MSP-090 *Formerly Identified as:* DOC/TIA-090
Mobile Satellite Program
Description: The Mobile Satellite (MSAT) Program, begun in the latter part of 1980, exists to foster development of new mobile telecommunications services in Canada. The program has changed from a government demonstration system to a commercially led Canada-US joint venture supported by both the Department and NASA. Under the revised program Telesat Canada is to seek agreements with a US commercial operator to be licensed by the FCC. Telesat is to design the system and procure the spacecraft. The Department's responsibilities during the Implementation Phase include supporting technology development for the spacecraft and ground terminals, supporting Telesat in negotiation of business arrangements in Canada and the US, ensuring adequate spectrum allocation and sharing arrangements with the US, issuing supportive telecommunications policies, and supporting Telesat by the sharing of technological and market risk in the first generation system. *Topics:* Program and project control; system and service description; committees and working groups; international liaison; domestic and international agreements; program development; contracts and studies plan; spectrum sharing and allocation; policy and regulatory issues; artificial intelligence; machine translation; office automation; networks development; electronic publishing; software and database development; ERDA's Communications sub-agreement.

DOC/DGI-111 *Formerly Identified as:* DOC/TII-110
Industry Development Program
Description: Involves the complementary activities of economic development, industry development and marketing support to promote effective government leadership in support of the space, informatics, and telecommunications industries. *Topics:* Program planning; reports and studies; industrial objectives and opportunities; industrial capabilities and requirements monitoring; government support; technology transfer co-ordination; marketing support.

DOC/TIT-120
Government Telecommunications Program
Description: The Government Telecommunications Program provides a full range of telecommunications facilities and services for federal departments and agencies, including shared and customized voice and data, government of Canada telephone directories, and consulting and advisory services. In addition, the agency discharges functions for the overall planning and co-ordination of telecommunications services on behalf of the federal government. *Topics:* Systems: data, dedicated, voice, shared, inter-city network consolidation, teleconferencing; co-ordination: guidelines and standards, inter-departmental co-ordination, telecommunications projects, research, policy and planning.

DOC/REC-125
Radar Research
Description: Radar research and development on behalf of the Department and the Department of National Defence. Activities include research aimed at improving radar performance, the development of radar systems through industrial contracts, studies and field measurements to assess radar performance and to assist in the definition of new requirements, consultation on major radar procurement projects, and international collaboration on radar research and development. *Topics:* Airborne, maritime, ground-based and space-based radars; signal and data processing; phased array radars; synthetic aperture radars; clutter measurements; TTCP; NATO; RADARSAT.

DOC/REC-130
Radio Propagation and Systems
Description: Information on the transmission of radio waves in the very low frequency (VLF) through the extra high frequency (EHF) bands and the design and management of analog and digital communication systems for both civilian and military applications. *Topics:* VHF/UHF propagation studies, experiments and modelling; International Satellites for Ionospheric Studies; Space Shuttle/Waves in Space Plasmas project; VLF/LF/MF/HF studies and models; microwave propagation studies and wireless environment local area networks; military communications technology, military communications systems.

DOC/REC-135
Radio Technology and Environment
Description: Research and development in the area of radio communications technology, and the performance of radio communications equipment in its operating environment for military and civil applications. *Topics:* Radio communications technology: radio frequency environment, radio systems techniques; radio communications surveillance: high frequency radio findings, military communications.

DOC/REC-140
Optical Communications
Description: Information on applied research in fibre optics, opto-electronics and photonics; transfer of new technology to industry; fostering of a Canadian fibre optics industry; national and international fibre optics standards; fibre optics-related research in universities; military requirements for fibre optics technology. *Topics;* Research; field trials; military programs; reports on high data rate

fibre optics communications; industry contracts; fibre optics standards.

DOC/REI-150
Informatics Research
Description: Information on research and development in information communications technologies and systems in Canada. *Topics:* Information technology; advanced information systems; networks and standards; behavioural research; artificial intelligence.

DOC/REI-155
Behavioural Research
Description: This bank contains reports, studies, field trial evaluations, surveys, and interviews involving individual reactions, views and opinions related to the intellectual, creative and productive capabilities of human beings in information communication and related processes, especially human perceptual and cognitive processes, human behaviour, and the interaction between people and communications technology. The reports themselves, published or unpublished, reflect collective human behaviour and not personal information about an individual. Personal information may be obtained in the process of preparing a report to establish the identity and credibility of the source. This information is not used for administrative purposes and is not arranged by or retrievable by personal identifiers. This form of personal information is normally retrievable only if specifics are provided concerning the report involved. The retention of information depends on the length of time it is needed for related research. It is active for the fiscal years that the project is active; otherwise, active for the current fiscal year; and thereafter, inactive but retrievable for the next two years, after which it is stored in archives.

DOC/RES-160
Space Applications Research and Development
Description: Information on Canadian experimental satellites and satellite communications experiments. *Topics:* Space applications research; direct broadcast satellite studies; 30/20 GHz satellite trials; spectrum and orbit utilization studies; ANIK-B satellite: spacecraft, communication systems, pilot programs, proposals; spacecraft ground control: satellite communications, ISIS satellite; HERMES; Communications Technology Satellite (CTS): reports, experiments, operations, earth terminals; Radarsat.

DOC/RES-165
Space Electronics Research and Development
Description: Information on electronic subsystems, components and devices for space communications systems in the areas of millimeter wave, microwave, digital technology and reliability. *Topics:* Spacecraft transponders; earth terminals; antennas; device and component development; device and material reliability; spacecraft power systems and batteries.

DOC/RES-170
Space Systems Research and Development
Description: Information on the research and development of communications and other space systems and subsystems. *Topics:* Space communications systems research; military satellite communications; search and rescue satellite (SARSAT); mobile satellite communications; communications signal processing; low-cost satellite telephony terminals.

DOC/RES-175
Space Mechanics Research and Development
Description: Information on the research, design and development of spacecraft and their performance. *Topics:* Satellite orbits; satellite dynamics and control systems; satellite structures and mechanisms; satellite materials; system simulations, displays and graphics; solar arrays; in-orbit spacecraft experiments; research testing of control systems, flexible structures, thermal controls and materials for structures and mechanisms.

DOC/RES-180
Space Technology Research and Development
Description: Information on the overall program elements of space technology and research and development applications. *Topics:* Space research and development policy considerations; domestic and world space program activities; space technology transfer; branch program management and operations.

DOC/RES-181
Telecommunications Industry Development (New)
Description: Involves the complementary activities of economic development and industry development to promote effective government leadership in support of the space and telecommunications industries. *Topics:* Program planning; identification of industrial opportunities; monitoring of industrial capabilities and requirements; government support.

DOC/RES-182 *Formerly Identified as:* DOC/TII-115
David Florida Laboratory
Description: The David Florida Laboratory supports the Canadian aerospace and communications industries by operating environmental test facilities simulating conditions in space, by providing expert consultation on test programs and by developing integration and test techniques required by modern spacecraft. *Topics:* Facilities: certification; electronic support; electrical support; data processing system; radio frequency test; horizontal axis mass properties measurements system; spacecraft assembly; system test equipment; spin machines; thermal vacuum systems; vibration units modal testing; integration and tests; satellite testing; Saudi Arabian satellite; ANIK-C; ANIK-D; Brazilian Domestic Satellite; Large Satellite (Olympus) for ESA; mobile satellite; search and rescue satellite (SARSAT).

DOC/RER-185
Research Policy and Planning
Description: Information on the planning of the communications research programs and the development of policies to govern Canadian research in communications. *Topics:* Present status of communications; planning; technology; communications; space, industrial development; military; university research; development of space subsystems and components (Department of Supply and Services Canada); international collaboration.

DOC/REI-190 *Formerly Identified as:* DOC/REA-190
Canadian Work Place Automation Research Centre
Description: This class of documents contains information about the programs carried out at the Centre. *Topics:* Integrated systems; advanced workplace technology; organizational and societal research; scientific and strategic information network.

DOC/SMS-195
Spectrum Management Operations
Description: This class of documents contains information on the application of the *Radio Act* and the development and administration of regulations. *Topics:* Call signs; procedures; standards and practices; regulations; spectrum management; computer system operation: data management, Assignment Licensing System (PIB 2004), General Radio Service Licensing System; interference: complaints and suppressions; prosecutions for unauthorized installations; Radio Operator Certification Records; frequencies: co-ordination, amateur, experimental, private and public commercial, radio telephone, ships; monitoring (spectrum surveillance).

DEPARTMENT OF COMMUNICATIONS

DOC/SMB-200

Broadcast Regulations

Description: This class of records contains information on the technical certification for the granting of broadcast licences by the Canadian Radio-television and Telecommunications Commission, technical standards for broadcasting equipment, development and implementation of radio frequency plans, and frequency assignment criteria and certification procedures. *Topics:* Call signs; technical methods; standards and procedures; broadcast and television engineering program; technical construction and operating certificates; frequencies: AM broadcasting, FM broadcasting, television.

DOC/SME-205

Emergency Telecommunications

Description: Information on emergency telecommunication planning in support of the Department's mandate summarized in Emergency Planning Order PC 1981-1305 dated 21 May 1981. *Topics:* Emergency preparedness and crisis management; inter-departmental, inter-governmental and international committees on civil emergency planning; emergency telecommunications programs and contingency plans; national warning system emergency planning and support by regions; NATO and US/Canada military and civil exercises.

DOC/SMG-210

Engineering

Description: This class of document contains information on technical standards and procedures for radio equipment and systems, the development and implementation of radio frequency plans and frequency assignment criteria. It also contains the Terminal Attachment Program standards and procedures. *Topics:* Equipment type approval; technical methods, practices and procedures, and standards; development and engineering; spectrum management: assignment and licensing subsystems, research, special projects, pilot projects, spectrum surveillance system, automated systems development.

DOC/PPI-215 *Formerly Identified as:* DOC/ACL-215

Planning: Cultural Affairs

Description: Information on resource and policy planning. *Topics:* Strategic plan; financial statistics; cultural agencies; national service; organizations policy; cultural corporations policy; corporate policy.

DOC/ACF-220

Film, Sound Recording, and Publishing Policy

Description: Information on cultural industries in general, their markets, industry participants, related departmental and agency programs, industry associations and policy issues. *Topics:* Canadian ownership; imports and exports; federal cultural agencies: Telefilm Canada, National Film Board; foreign investments/FIRA; tax issues; financial assistance; training and development; postal subsidies.

DOC/ACA-225

Museums, Libraries and Archives Policy

Description: Correspondence, memoranda and reports relating to museums, libraries and archives policy issues. *Topics:* Heritage; historical resources; libraries; museums; archives.

DOC/ACA-230

Canadian Cultural Agencies

Description: Correspondence, memoranda and reports relating to the following Canadian cultural agencies: National Library of Canada, National Museums of Canada, Canada Museums Construction Corporation, Public Archives Canada, Canada Council, and National Arts Centre. *Topics:* National Library: mandate, policies, programs, facilities; National Museums (including the National Gallery, the National Museum of Man, the National Museum of Natural Sciences, and the National Museum of Science and Technology): mandate, policies, programs, facilities; Canada Council: organization and legislation, programs and development, requests for information and assistance; National Arts Centre: facilities, organization and legislation, financial policy, resident companies.

DOC/ACA-235

Performing, Visual and Literary Arts Policy

Description: Correspondence, memoranda and reports relating to performing, visual and literary arts policy issues. *Topics:* Arts; performing arts; Capital Grants Program; music; theatre; dance; taxation: Canadian artists, tax issues and treatment of the artists; federal sales tax; tax expenditures; tax incentives and fiscal measures; Trade-in-Services (task force); visual arts; crafts; exhibitions and fairs; literary arts.

DOC/ACC-245

Copyright Policy Development

Description: Information on the formulation and recommendation of departmental copyright policy and associated legislative development at departmental and inter-departmental levels. *Topics:* Criteria for copyright protection; subject matter of protection; economic and moral rights of copyright owners; ownership of copyright; exceptions to protection; term of protection; infringement of copyright and remedies; briefs and submissions relating to the above; copyright-based industries; interfacing of communications; copyright policies.

DOC/PPP-250 *Formerly Identified as:* DOC/ACS-250

Assistance to Book Publishers

Description: Separate files are maintained for each application under the program's eight components. Files contain information on the corporate and financial status of the book publisher or industry group involved. Project specifications and all correspondence is included on file. The program also maintains an automated data bank with financial information on each applicant. *Topics:* Assistance programs: sales and marketing assistance; production of Canadian textbook and related materials; company analysis and implementation; project research and implementation; foreign rights marketing; professional development; research and documentation; export development; studies related to program performance.

DOC/ACF-255 *Formerly Identified as:* DOC/ACS-255

Canadian Film and Videotape — Certification

Description: An automated information bank containing information on applications from producers for certification of their film and videotape productions. An additional manual and automated filing system exists containing individual application forms and supporting documentation. Special requests for statistics are accommodated whenever possible. *Topics:* Numbers of certified shorts and features by year, total budgets; percentages of Canadians performing key creative functions by year; percentages of remuneration paid to Canadians, individuals performing key creative functions, percentages of Canadian costs, location and time of shooting, as well as such confidential information as budgets, prospectuses and audited statements. This class of documents contains personal information of creative personnel, such as name, address and citizenship, which is listed in further detail in the *Privacy Index*.

DOC/PPI-260 *Formerly Identified as:* DOC/ACS-260

Canadian Content and Incentive Policy Information

Description: Information on policies of various government bodies and trade associations relating to the Capital Cost Allowance Program. *Topics:* Information on policy matters relating to Canadian content and tax incentives of bodies such as the Canadian Association of Motion Picture Producers; Canadian Film and Television Association; Canadian Radio-television and Telecommunications Commission; Telefilm Canada; Institut Québecois du cinéma; Alberta Film Development Corporation; Revenue Canada; Department of Finance; documents dealing with various policy issues related to the Capital Cost Allowance Program.

DEPARTMENT OF COMMUNICATIONS

DOC/CIP-265 *Formerly Identified as:* DOC/ACS-265

Cultural Initiatives Program: Applications for Financial Support

Description: Information concerning projects for which financial support has been requested from the program. *Topics:* Management and viability of cultural organizations; special activities and events; capital projects.

DOC/ACA-270 *Formerly Identified as:* DOC/ACS-270

Travelling Exhibitions: Applications for Insurance

Description: The program maintains separate files on each application for insurance coverage from a Canadian museum, gallery, archive or library. The files contain information regarding the facilities of the applying institution, details of the materials making up the travelling exhibition in question and their value, and correspondence relating to the application. *Topics:* Insurance for travelling exhibitions; museums; galleries; archives; libraries.

DOC/ACA-275 *Formerly Identified as:* DOC/ACS-275

Movable Cultural Property: Policy and Activities

Description: This class of documents contains information about the departmental activities related to the *Cultural Property Export and Import Act*. It includes files on the administration of the *Cultural Property Export and Import Act*, the applications for designation of institutions and public authorities as eligible recipients of cultural property grants, loans and tax certificates: applications for grants and loans, and files on applications for export permits. *Topics:* Purpose of the Act, amendments and associated instruments; policy concerning patriation of cultural objects, certification for tax purposes, export and import control; case files of illegal imports and exports; designation of eligible institutions; cultural property grants and loans; export permits; cultural property export control; cultural property protection in other countries.

DOC/SCS-280

Communications Electronic Security

Description: Information on the communications electronic security (COMSEC) program in relation to the Department's mandate to provide advice and guidance to most federal departments and agencies, the development of COMSEC doctrine and policy formulation and the provision of engineering support and co-ordination of equipment acquisition. *Topics:* COMSEC policy, COMSEC equipment and COMSEC support.

DOC/PRC-285

Program Evaluation (New)

Description: This class of documents contains reports, studies, surveys, case studies and interviews involving corporate and individual views, opinions, attitudes and reactions related to the assessment of Departmental policy or program effects and impacts. The evaluation and research studies themselves, published or unpublished, reflect aggregated information which cannot reveal personal or corporate identity. Third party information obtained in the process of preparing an evaluation or research report, and given in confidence, is normally retrievable only with the permission of the party involved. Information relating to government operations is exempted from access according to the relevant provisions of the *Access to Information Act*. The retention of information depends on the length of time it is needed for related research or program or policy decision purposes.

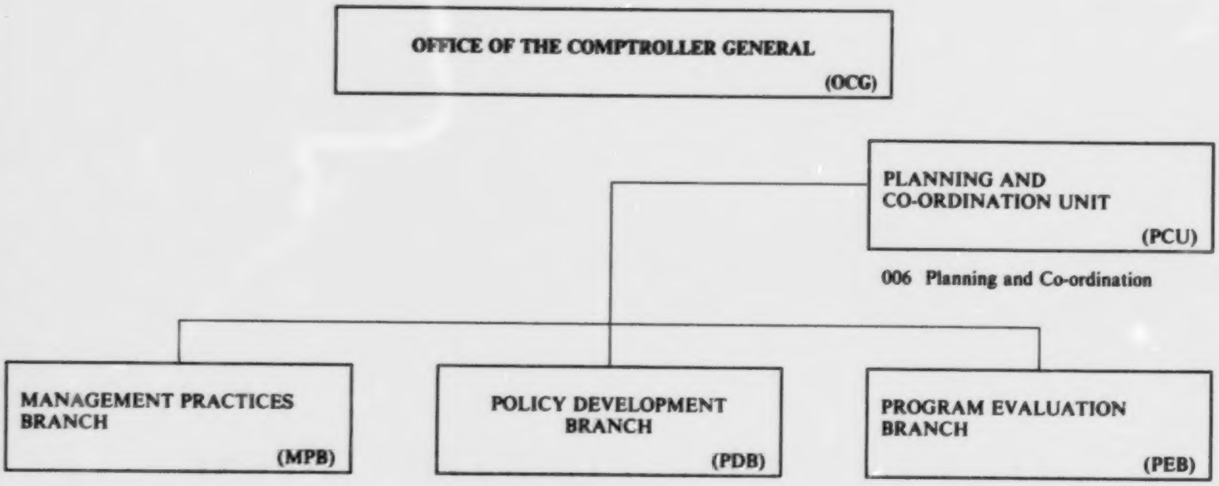
Deleted Classes of Records

DOC/TIA-095	Telidon Exploitation Program
DOC/TIA-100	Office Communications System
DOC/TIA-105	Informatics Applications
DOC/REC-145	Military Communications Research and Development
DOC/ACP-240	Social Policy

OFFICE OF THE COMPTROLLER GENERAL

Chapter 34

OFFICE OF THE COMPTROLLER GENERAL


OFFICE OF THE COMPTROLLER GENERAL
(OCG)
PLANNING AND CO-ORDINATION UNIT
(PCU)
MANAGEMENT PRACTICES BRANCH
(MPB)
POLICY DEVELOPMENT BRANCH
(PDB)
PROGRAM EVALUATION BRANCH
(PEB)

006 Planning and Co-ordination

026 Management Practices
035 Improvement of Management Practices and Controls
037 Internal Audit

041 Policy Development
045 Accounting and Control of Expenditures
050 Accounting and Control of Revenue and Accounts Receivable
055 Acts
075 Classification of Accounts and Transactions
085 Crown Corporations
095 Financial Administration Evaluation
100 Government Reporting
120 Operational Management and Systems
125 Professional Development
130 Regulations

136 Program Evaluation

ACCESS TO INFORMATION
CO-ORDINATOR
OFFICE OF THE COMPTROLLER
GENERAL
PLACE BELL CANADA
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160 ELGIN STREET
OTTAWA, ONTARIO
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OFFICE OF THE COMPTROLLER GENERAL

Background

The position of Comptroller General of Canada was created by Bill C-10, an amendment to the *Financial Administration Act*, on June 30, 1978. The Comptroller General reports to the President of the Treasury Board.

Overall Responsibilities

The role of the Office of the Comptroller General (OCG) is to see to the establishment and maintenance of sound management practices in the federal government.

OCG officials work with program managers and departmental specialists to establish policy and to give advice on management practices, particularly in areas such as financial and management accounting and reporting, internal audit, and program evaluation.

The Office of the Comptroller General has three branches plus a Planning and Co-ordination Unit.

Access Procedures

Access to Information and Privacy Co-ordinator
Office of the Comptroller General of Canada
Place Bell Canada
20th Floor N.E.
160 Elgin Street
Ottawa, Ontario
K1A 1E4
Telephone: (613) 993-6480

Reading Room

Finance — Treasury Board Library
L'Esplanade Laurier
11th Floor, East Tower
140 O'Connor Street
Ottawa, Ontario
K1A 1E4
Hours 08:00 to 17:00
Telephone: (613) 995-5877

Management Practices Branch

The branch works with deputy ministers and departmental senior managers to ensure that departments develop, use and implement sound management practices tailored to their needs and an integrated approach to financial and non-financial planning and reporting, to improve management practices and controls.

Co-operation between the branch and the departments takes the form of an OCG survey to identify areas where improvements are needed, an action plan by each department to carry out the improvements, and the implementation of the plan, which is carried out by the department and monitored by the OCG.

The Management Practices Branch also manages and/or participates in the conduct of special management projects that are both departmental and interdepartmental in nature. In addition, the branch develops, maintains, monitors and helps departments to implement policies, guidelines and standards for internal audit in the Government of Canada. Finally, the branch is responsible for the co-ordination and preparation of the government's response to the Auditor General's annual report.

Manuals

- Branch Policies and Procedures Manuals
- Internal Audit Handbook

Policy Development Branch

The branch develops and maintains financial and management accounting policies for the Government of Canada and offers technical and implementation advice to departments and agencies on these policies. It also provides specifications for the development of financial systems in government, and participates in the recruitment and development of financial officers in departments.

The branch is also responsible for reporting policies in the federal government, including the form and content of the estimates and the public accounts.

Manuals

- Glossary of Financial Terms
- Performance Measurement Manual
- Specifications for Departmental Systems Manual
- Catalogue of Financial Systems
- Treasury Board Guide on Financial Administration
- Accounting and Reporting Handbook
- Guide to the Estimates of the Government of Canada

Program Evaluation Branch

The branch is responsible for seeing that departments implement Treasury Board policy on program evaluation. This branch works with departments and agencies to ensure that periodic, critical and objective examination of programs becomes an established practice in the management of the public service. The principal activities of the Program Evaluation Branch include the definition of government-wide policies and standards for program evaluation; advice and assistance to departments in the development and ongoing operation of this function; participation in the training and development of managers and practitioners of program evaluation; monitoring the quality of evaluation products; and, in conjunction with other central agencies, establishing government-wide and departmental procedures for the use of evaluation information.

Manuals

- Guide on the Program Evaluation Function
- Principles for the Evaluation of Programs

Classes of Records

OCG/PCU-006 *Formerly Identified as:* OCG/PCU-005; 010; 015; 020
Planning and Co-ordination
Description: Information on the planning and co-ordination of the Comptroller General of Canada. *Topics:* Comptroller General; Auditor General — study of procedures in cost effectiveness (SPICE); committees; freeze on discretionary spending; improvement of management practices and controls; parliamentary matters.

OCG/MPB-026 *Formerly Identified as:* OCG/MPB-025; 030
Management Practices
Description: Information on management practices. *Topics:* Conferences, meetings, presentations, speeches; interdepartmental project on research and development; liaison; management practices — follow-up initiatives, departments, agencies and crown corporations; operational plan framework; and special projects.

OCG/MPB-035
Improvement of Management Practices and Controls
Description: Information on improvement of management practices and controls, Surveys I, II, III; the development and implementation of action plans (including monitoring); implementation assistance

program (IAP), departmental strategies, and anniversary meetings. *Special Access Note:* Action plans are produced by departments and are their property.

OCG/MPB-037 *Formerly Identified as:* OCG/PDB-105

Internal Audit

Description: Information on internal auditing within the federal government: the systematic, independent review and appraisal of all departmental operations, including administrative activities, for the purpose of advising the deputy minister and senior managers on the efficiency, economy and effectiveness of the internal management practices and controls; internal audit input into program evaluation activities, as warranted; and policy statements, guidelines and standards by the Office of the Comptroller General of Canada to departments and agencies. *Topics:* Audit and evaluation; committees; employment and staffing; improvement of management practices and controls; action plans, Survey I, II; long-term audit plans; performance assurance; research projects; study of internal audit; liaison; handbook.

OCG/PDB-041 *Formerly Identified as:* OCG/PDB-040; 060; 065; 070; 080; 090; 110; 115

Policy Development

Description: Policies for financial administration in departments and agencies of the Government of Canada. *Topics:* Access to information and privacy; Auditor General — reports; budgetary control; budget preparation; cost-effective management control; departmental enquiries; liaison — accounting association; management of the financial function — improvement of management practices and controls.

OCG/PDB-045

Accounting and Control of Expenditures

Description: Information on the delegation and communication of financial signing authorities by ministers and deputy heads in a manner that provides controls on the disbursement of public money through adequate enforcement of an appropriate division of responsibilities. *Topics:* Cheque issue security and bank losses; corporate credit cards; departmental bank accounts; grants and contributions; payable at year end (PAYE); standard payment period and interest payment policies; pay procedures; petty cash; travel policy.

OCG/PDB-050

Accounting and Control of Revenue and Accounts Receivable

Description: Information on controls of the operational and financial systems of the Government of Canada. *Topics:* Collection and deletion of debts due the Crown; standing committee on uncollectable debts due the Crown; interdepartmental settlements; standing advances.

OCG/PDB-055

Acts

Description: Information on certain Acts that apply to the Public Service of Canada. *Topics:* Adjustment of Accounts Act; Financial Administration Act — amendments, section 1-25; section 26-50, section 51-75; section 76-100.

OCG/PDB-075

Classification of Accounts and Transactions

Description: Information on classification and coding of financial transactions of the Government of Canada. *Topics:* Classification and coding project; expenditure and revenue coding; study of classification and coding of financial transactions (N.G. Ross Study, 1973-75).

OCG/PDB-085

Crown Corporations

Description: General information on Crown Corporations. *Topics:* Acts, legislation and regulations; auditing and financing; lists.

OCG/PDB-095

Financial Administration Evaluation

Description: A study to evaluate the results of the transfer of financial responsibilities to departments and agencies from central control agencies. *Topics:* Canadian Radio-television and Telecommunications Commission (CRTC); Environment Canada; Health and Welfare Canada; Veterans Affairs Canada.

OCG/PDB-100

Government Reporting

Description: General information on government reporting of public expenditures. *Topics:* Accounts; contingent liabilities; estimates — departmental expenditure plan (Part III), government expenditure plan (Part I); main estimates (Part II); public accounts directorate; revolving funds and working capital advances; Standing Committee on Public Accounts; study of the accounts of Canada (N.G. Ross Study 1973-75); valuation of recorded assets.

OCG/PDB-120

Operational Management and Systems

Description: Information on the periodic performance measurement by departments and agencies of the federal government whose programs are subject to Treasury Board review of the effectiveness and efficiency of their operations. *Topics:* Information technology and systems plan (ITSP); commissions, committees; departmental financial reporting systems (TIMAC); liaison — commercial suppliers, departments and agencies, Supply and Services Canada; performance measurement — development and implementation, improvement of management practices and controls project (IMPAC), program forecast analysis; projects — administrative overhead, food inspection reports; reviews; presentations — visual aids; publications; specifications for departmental systems; study of duplication of financial reports; systems inventory; systems projects — long-range systems planning.

OCG/PDB-125

Professional Development

Description: Information on the planning and direction of human resources development in the federal public service. *Topics:* Classification, organization, staffing; committees — interdepartmental advisory committee on financial administration development (IACFAD); courses — departmental programs, financial officer recruitment and development program (FORD), government expenditures management (GEM), resourcing; liaison — universities; seminars; studies.

OCG/PDB-130

Regulations

Description: Information on regulations that apply to the federal public service. *Topics:* Loss of money; public officers' guarantee.

OCG/PEB-136 *Formerly Identified as:* OCG/PEB-135; 140; 145; 150; 155; 160; 165; 170

Program Evaluation

Description: Information on various policy and operational program evaluation projects carried out by the branch. *Topics:* Committees — parliamentary review for program evaluation (White Paper); conferences and meetings; departmental program evaluation operations; evaluation of economic and regional development agreement (ERDA); liaison; task force on program evaluability; techniques and state-of-the-art; training and development.

Deleted Classes of Records

The following have been included in OCG/PCU-006

OCG/PCU-010	Auditor General
OCG/PCU-015	Improvement of Management Practices and Controls
OCG/PCU-020	Parliamentary Matters

The following have been included in OCG/MPB-026

OCG/MPB-030	Conference, Meetings, Presentations, Speeches

The following have been included in OCG/PDB-041

OCG/PDB-060	Auditor General
OCG/PDB-065	Budgetary Control
OCG/PDB-070	Budget Preparation
OCG/PDB-080	Cost-effective Management Controls
OCG/PDB-090	Departmental Enquiries
OCG/PDB-110	Liaison
OCG/PDB-115	Management of the Financial Function

The following have been included in OCG/PEB-136

OCG/PEB-140	Conferences and Meetings
OCG/PEB-145	Committees
OCG/PEB-150	Departmental Program Evaluation Operations
OCG/PEB-155	Liaison
OCG/PEB-160	Task Force on Program Evaluability
OCG/PEB-165	Technique and State of the Art
OCG/PEB-170	Training and Development

DEPARTMENT OF CONSUMER AND CORPORATE AFFAIRS

Chapter 35

DEPARTMENT OF CONSUMER AND CORPORATE AFFAIRS

DEPARTMENT OF CONSUMER AND CORPORATE AFFAIRS (CCA)

BUREAU OF CONSUMER AFFAIRS (BCA)

005 Energy Program
010 Foods
015 Consumer Products — Packaging and Labelling
020 Consumer Products — Precious Metals and Fur Garment Marking
025 Textile Labelling
031 Consumer Services General
036 Consumer Services — Private Sector
041 Consumer Services — Voluntary Sector
046 Consumer Services — Government Sector
050 Legal Metrology
055 Electricity and Gas
060 Weights and Measures
065 Legal Metrology OIML (Organisation internationale de métrologie légale) Programs
070 General Product Safety
075 Products
080 Testing

BUREAU OF CORPORATE AFFAIRS (COA)

085 Bankruptcy
090 Corporations
095 Copyright and Industrial Design
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105 Trade Marks

BUREAU OF COMPETITION POLICY (BCP)

110 Combines
115 Standard Industrial Classification
120 Marketing Practices

BUREAU OF POLICY CO-ORDINATION (BPC)

125 Consumer Choice
130 Legislation and Regulations
135 Market Structure
140 Food and Economic Policy
145 Corporate Affairs Research and International Affairs
150 Audit, Evaluation and Control
155 Communications
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DEPARTMENT OF CONSUMER AND CORPORATE AFFAIRS

OFFICE OF THE ASSISTANT DEPUTY REGISTRAR GENERAL

(DRG)

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UFFI INFORMATION AND CO-ORDINATION CENTRE

(UFF)

175 Urea Formaldehyde Foam Insulation (UFFI)

ACCESS TO INFORMATION AND PRIVACY CO-ORDINATOR
CONSUMER AND CORPORATE AFFAIRS CANADA
PLACE DU PORTAGE, PHASE I
23rd FLOOR, ZONE I
50 VICTORIA STREET
HULL, QUÉBEC
K1A 0C9

DEPARTMENT OF CONSUMER AND CORPORATE AFFAIRS

Background

The Department of Consumer and Corporate Affairs was created in 1967 to bring together, as much as was practical, federal law governing the marketplace.

The legislation and policies of the Department are designed to stimulate efficiency and productivity among suppliers of goods and services, and to promote fair economic treatment in commercial transactions for all concerned.

The Department is organized into four bureaus: Consumer Affairs, Competition Policy, Policy Co-ordination and Corporate Affairs. The work of the bureaus is supported by three service branches and field staff in the Atlantic, Québec, Ontario, Prairie and Pacific regions. The Department is also responsible for the administration of the metric conversion program and the UFFI assistance program.

The Deputy Minister, who is also the Deputy Registrar General of Canada, is responsible for the finance and administration directorate, the personnel branch and the departmental secretariat.

Laws and Regulations

- An Act Respecting the Use of the Expression "Parliament Hill"
- Bankruptcy Act
- Bills of Exchange Act (ss.188-192)
- Boards of Trade Act
- Canada Agricultural Products Standards Act — enforcement of regulations related to the products at the retail level
- Canada Business Corporations Act
- Canada Co-operative Associations Act
- Canada Corporations Act
- Combines Investigation Act
- Companies' Creditors Arrangement Act
- Department of Consumer and Corporate Affairs Act
- Consumer Packaging and Labelling Act
- Copyright Act
- Electricity and Gas Inspection Act
- Farmers' Creditors Arrangement Act
- Fish Inspection Act — fish inspections in retail trade
- Food and Drugs Act — enforcement of regulations respecting deception; health and safety aspects of food administered by Health and Welfare Canada
- Government Companies Operation Act
- Hazardous Products Act
- Hudson's Bay Company Act
- Industrial Design Act
- Insurance Companies, Canadian and British (ss.4.1, 4.3, 4.5)
- Interest Act
- National Trade Mark and True Labelling Act
- Patent Act
- Pension Fund Societies Act (ss. 4, 6, 7)
- Precious Metals Marking Act
- Public Documents Act
- Public Officers Act
- Public Servant Inventions Act (s.4)
- Seals Act
- Shipping Conferences Exemption Act (s. 12)
- Tax Rebate Discounting Act
- Textile Labelling Act
- Timber Marking Act
- Trade Marks Act
- Trade Unions Act
- Urea Formaldehyde Insulation Act
- Weights and Measures Act
- Winding-Up Act (Part 1)

Organization

Bureau of Consumer Affairs

The bureau promotes and protects the consumer interest in the marketplace, thus contributing to the viability and integrity of the market economy.

The legislation the bureau administers includes the *Hazardous Products Act*, the *Consumer Packaging and Labelling Act*, the *Textile Labelling Act*, the *National Trade Mark and True Labelling Act*, the *Tax Rebate Discounting Act*, the *Weights and Measures Act*, and the *Electricity and Gas Inspection Act*. Compliance with the legislation is sought by means of trader information, inspection, persuasion and, ultimately, prosecution.

The bureau is responsible for enforcing legislation respecting manufactured foods at all levels of trade; and, at the retail level only, legislation respecting agricultural food products.

The bureau also promotes and protects the consumer interest through consumer information, advocacy within government and with industry, and by financial and technical support of consumer groups.

The bureau is organized into five headquarters branches: consumer products, consumer services, legal metrology, product safety, and management services; and five regional directorates: Atlantic (Dartmouth), Québec (Montréal), Ontario (Toronto), Prairie (Winnipeg) and Pacific (Vancouver). Services are available at 56 locations in Canada. In general, the branches are responsible for the development of policies and programs, while regional directorates are responsible for the adaptation and implementation of programs in their respective regions.

Bureau of Corporate Affairs

This bureau seeks to provide a legal framework for the orderly conduct of business. It incorporates federal, commercial and non-profit corporations, regulates bankruptcy proceedings for insolvent companies and individuals, and licenses and supervises trustees in bankruptcy. The bureau also encourages invention, innovation and creativity in Canada through the granting of exclusive property rights for inventions (patents), trademarks, industrial designs and copyright of original literary, dramatic, musical and artistic works. Inventors and originators can thus control the copying of their creations, derive profit from them, and make them known to all Canadians.

Bureau of Competition Policy

The chief responsibility of this bureau is the administration of the *Combines Investigation Act*.

The purpose of the *Combines Investigation Act* is to help maintain effective competition to achieve maximum production, distribution and employment in a mixed system of public and private enterprise. To this end, the legislation seeks to eliminate certain practices that restrain trade and to overcome concentrations that tend to prevent the economic resources of Canada from being used most advantageously for all. The Act also contains provisions against misleading advertising and deceptive marketing practices.

In addition, the Director of Investigation and Research is empowered to appear before various regulatory bodies in Canada to make representations in support of the expansion or maintenance of competition in regulated markets.

The bureau also promotes public understanding of the content and scope of the Act and of the economic and social significance of an effective competition policy, and it represents Canada's interest in international competition policy issues.

Bureau of Policy Co-ordination

The bureau is responsible for research and policy analysis activities and liaison with external organizations in the area of consumer and corporate affairs. The bureau ensures the co-ordination of all communications and policy-related activities, and undertakes reviews of legislation administered by the Department. It has overall responsibility for evaluating and periodically auditing all departmental programs, and it co-ordinates planning activities at the corporate level.

The bureau is organized into three operational units: the policy research, analysis and liaison directorate; the communications branch; and the audit, evaluation and control branch.

Since April 1, 1985, the bureau has incorporated the metric office. The metric office was created to take over the duties involved in completing metric conversion in Canada, following the abolition of the Metric Commission on March 31, 1985.

Office of the Assistant Deputy Registrar General

The office is responsible for implementing major aspects of the federal government's conflict of interest policy. It also registers instruments and documents issued under the Great Seal of Canada, the Seal of the Registrar General of Canada and the Privy Seal of the Governor General.

Departmental Secretariat

The departmental secretariat is responsible for co-ordinating and controlling the quality of contents, deadlines and consistency between the Department's policies and those of the government, with respect to written communications between the Minister, Deputy Minister and the Department, as well as communications between the Minister and Deputy Minister and government departments and agencies, the Privy Council Office, private associations and the general public. The secretariat has the responsibility for applying the legislations on access to information and privacy.

Finance and Administration Directorate

The general administration of finance, material and property, records and information systems, and library services is carried out by this directorate.

Personnel Branch

This branch is responsible for administering the personnel management system within the Department. It also provides service to departmental management and employees for the personnel functions of planning and staffing; training; organization and classification; staff relations and pay and benefits; affirmative action; official languages; occupational health and safety, security, fire and emergency; counselling; and personnel management information.

UFFI Information and Co-ordination Centre

The Urea Formaldehyde Foam Insulation (UFFI) information and co-ordination centre was created in June, 1981 to administer the technical and financial assistance program for homeowners with UFFI. This program, announced on December 23, 1981 by the Minister of Consumer and Corporate Affairs, was established to co-ordinate the action of federal agencies and departments involved in this issue, namely Health and Welfare Canada, the National Research Council, and the Canada Mortgage and Housing Corporation; to provide technical advice and assistance to registered homeowners on necessary remedial measures; and to reimburse registered homeowners, up to an amount of $5,000, for the costs incurred in the execution of remedial measures (including total removal), and other homeowners who, as of August 4, 1982, had already proceeded with remedial measures, including total removal, or who were in the process of doing so. The final date for completing UFFI corrective work under this program is September 30, 1986. The *Urea Formaldehyde Insulation Act* was proclaimed in force on October 25, 1982.

Key Contacts

General Information

Pamphlets, brochures, handouts and guidebooks covering a wide variety of the programs and services offered by Consumer and Corporate Affairs may be obtained from

Communication Services
22nd Floor
Place du Portage, Phase I
50 Victoria Street
Hull, Québec
K1A 0C9
Telephone: (819) 997-3284

or

Library
14th Floor
Place du Portage, Phase I
50 Victoria Street
Hull, Québec
K1A 0C9
Telephone: (819) 997-1632

This material is also available in all regional and district offices. A list of addresses is included.

UFFI Information and Co-ordination Centre

Information on the federal assistance program and material such as brochures, bulletins, information notes and all forms relative to the federal assistance program or the *Urea Formaldehyde Insulation Act* may be obtained from

Communication Services
UFFI Centre
Place du Centre, 4th Floor
200 Promenade du Portage
Hull, Québec
K1A 0C9
Telephone: (819) 994-0921

Other Programs and Services

Enquiries on specific programs and services should be addressed to the bureau responsible for their application.

DEPARTMENT OF CONSUMER AND CORPORATE AFFAIRS

HEADQUARTERS

Consumer and Corporate Affairs Canada
Place du Portage, Phase I
50 Victoria Street
Hull, Québec
K1A 0C9

REGIONAL OFFICES

Atlantic Region

Consumer and Corporate Affairs Canada
Queen's Square
45 Alderney Drive, 17th Floor
Dartmouth, Nova Scotia
B2Y 2N6

Québec Region

Consumer and Corporate Affairs Canada
Complexe Guy-Favreau, 200 Dorchester Boulevard West
Suite 502, East Tower
Montréal, Québec
H2Z 1X4

Ontario Region

Consumer and Corporate Affairs Canada
Federal Building, 6th Floor
4900 Yonge Street
Willowdale, Ontario
M2N 6B8

Prairie Region

Consumer and Corporate Affairs Canada
260 St. Mary Avenue
Winnipeg, Manitoba
R3C 0M6

Pacific Region

Consumer and Corporate Affairs Canada
1400 — 800 Burrard Street
Vancouver, British Columbia
V6Z 2H8

DISTRICT OFFICES

Atlantic Region

Consumer and Corporate Affairs Canada
Burnside Industrial Park
Windmill Place
1000 Windmill Road, Suite 1
Dartmouth, Nova Scotia
B3B 1L7

Consumer and Corporate Affairs Canada
K-Mart Plaza
354 Welton Street
Sydney, Nova Scotia
B1P 5S4

Consumer and Corporate Affairs Canada
Standards Building
295 Bayside Drive
Saint John, New Brunswick
E2J 1B1

Consumer and Corporate Affairs Canada
Federal Building
633 Queen Street, 2nd Floor
Fredericton, New Brunswick
E3B 1C3

Consumer and Corporate Affairs Canada
Terminal Plaza
1222 Main Street, 3rd Floor
Moncton, New Brunswick
E1C 1H6

Consumer and Corporate Affairs Canada
Dominion Building
97 Queen Street
3rd floor, Room 318
Charlottetown, Prince Edward Island
C1A 4A9

Consumer and Corporate Affairs Canada
Sir Humphrey Gilbert Building, 5th Floor
Duckworth Street
St. John's, Newfoundland
A1C 1G4

Québec Region

Consumer and Corporate Affairs Canada
2025 Fullum Street
Montréal, Québec
H2K 3N5

Consumer and Corporate Affairs Canada
1335 King West, Office 402
Sherbrooke, Québec
J1J 2B8

Consumer and Corporate Affairs Canada
Galerie Syndicat Paquet
410 Charest Boulevard East, 4th Floor
Québec, Québec
G1K 8G3

Consumer and Corporate Affairs Canada
225 Des Forges Street, 2nd Floor
Trois-Rivières, Québec
G9A 2G7

Consumer and Corporate Affairs Canada
Québec Area Office
940 Chabanel Street
Chicoutimi, Québec
G7H 5W2

Major Publications

Please note that publications preceded by the symbol † are only available on microfiches.

Consumer Affairs

- Regulations of the Canadian Life Insurance Market
† Electronic Funds Transfer Systems in Canada
- Task Force Report on Crash Protection for Infant and Child Passengers in Motor Vehicles
† Energy Research from a Consumer Perspective
† Consumer Satisfaction, Dissatisfaction and Complaining Behaviour
† An Economic Analysis of Consumer Redress Mechanisms
† Product Liability: Reflections on Legal Aspects of the Policy Issues
† Energy Consumption and Conservation Patterns in Canadian Households
† The Role of Home Energy Audits in Facilitating Residential Retrofits
- Consumers' Perceptions of Pre-purchase Shopping Problems and Solutions: Major Findings and Directions for Action

- Liability Rules and Insurance
- Interprovincial Product Liability Litigation
- † Energy: Canadians' Attitudes and Reactions (1975-1980)
- † Consumer Decision-Making
- † Consumer Energy Research: A Bibliography (1982)
- Consumer Bankrupts in Canada
- Issues Regarding the Reform of Canada's Private Pensions System
- Consumer Problems in the Automobile Repair Industry
- † Consumer Energy Research
- Products Liability and Personal Injury Compensation in Canada: Vol. I — Towards Integration and Rationalization
- Consumer Products Warranty Reform: Regulation in Search of Rationality, Vol. II
- † Interprovincial Product Liability Litigation in Québec
- Early Adopters of Energy Conservation Products in Winnipeg — A Case Study
- Upholstered Furniture Flammability and the Consumer

Competition Policy

- Annual Report — Director of Investigation and Research, *Combines Investigation Act*
- Economies of Scale and Efficiency in the Canadian Manufacturing Industry (1979)
- Use of Bid Depositories in the Construction Industry
- The Ophthalmic Products Industry in Canada
- Competition Policy and the Pulp and Paper and Wire-Rope Industries
- Studies of Foreign Competition Policy and Trade Practices — Vols. I and II
- † Proposal for Class Action Under Competition Policy Legislation
- † Proposals for New Competition Policy for Canada — Second Stage
- Competition Policy Research Reports — Vol. II
- Plant Efficiency and Competition Policy in Canada
- Professional Licensing and Competition Policy
- † The Administration and Enforcement of Competition Policy in Canada, 1960 to 1975
- Concentration in the Manufacturing Industries of Canada: Analysis of Post-War Changes
- Transport Costs and their Implications for Price Competitiveness in Canadian Goods-Producing Industries
- Performance Under Regulations: The Canadian Intercity Bus Industry
- The Role of Marketing in the Concentration and Multinational Control of Manufacturing Industries
- The State of Competition in the Canadian Petroleum Industry (seven volumes) — available at $70 per set through the Renouf Publishing Company Limited in Ottawa
- Private Trucking, Analysis and Implications
- Misleading Advertising Bulletin (Quarterly)
- Performance of Regulated Airlines
- Rate and Cost Analysis of For-Hire Trucking: Provincial Comparisons
- Trucking Industry: Analysis and Performance
- Shipping Conference: A User Survey
- A Study on Consumer Misleading and Unfair Trade Practices, Vols. I and II

Intellectual Property

- Copyright in Canada — Proposals
- † Copyright Obligations for Cable Television: Pros and Cons
- The Proposed Rental Right for Video and Sound Recording
- † A Performing Right for Sound Recordings: An Analysis
- A Charter of Rights for Creators — October 1985
- † The Mechanical Reproduction of Musical Works in Canada
- Government Response to the Report of the Sub-Committee on the Revision of Copyright — February 1986
- † An Economic Analysis of a Performer's Right
- † Crown Copyright in Canada: A Legacy of Confusion
- † Term of Copyright Protection in Canada: Present and Proposed
- † Audio and Video Home Taping: Impact on Copyright Payments
- † Copyright and the Computer
- The Report of the Commission of Inquiry on the Pharmaceutical Industry — available at $19.25 through the Canadian Government Publishing Centre
- Summary of the Report of the Commission of Inquiry on the Pharmaceutical Industry
- † Copyright, Competition and Canadian Culture: The Impact of Alternative Copyright Act Import Provisions on the Book Publishing and Sound Recording Industries
- Exemptions Under the Canadian *Copyright Act*
- Collective Agencies for the Administration of Copyright
- Framework for Evaluating Canada's *Trade Marks Act*
- Ownership of Copyright in Canada
- Compulsory Licensing of Pharmaceuticals
- The Impact of Reprography on the Copyright System
- Fair Dealing: The Need for Conceptual Clarity on the Road to Copyright Revision
- An Examination of the Potential Economic Effects of Plant Breeders' Rights in Canada
- White Paper on Copyright — From Gutenberg to Telidon

Bankruptcy

- Proposed Bankruptcy Act Amendments
- Report of the Advisory Committee on Bankruptcy and Insolvency
- Lobbying
- Lobbying and the Registration of Paid Lobbyists

Access Procedures

All formal requests for access to information under the *Access to Information Act* should be addressed to

Co-ordinator, Access to Information and Privacy
Consumer and Corporate Affairs Canada
Place du Portage, Phase I
23rd Floor, Zone I
50 Victoria Street
Hull, Québec
K1A 0C9

Bureau of Consumer Affairs

Consumer Products Branch

The branch administers Acts and Regulations affecting the packaging, labelling, advertising, quality, quantity and composition of both food and non-food products. Also included is the administration of some provincial statutes respecting the grading and sale of agricultural and fish products at the retail level.

Manuals

- Guide for Food Manufacturers and Advertisers
- Procedures and Training Manual — provides official procedures for the administration of the *Food and Drugs Act* and *Consumer Packaging and Labelling Act*
- Precious Metals Marking Procedures Manual — a reference document on manufacturing processes, inspection enforcement testing procedures, and interpretations
- Consumer Packaging and Labelling Policy and Procedures Manual — a reference document on net quantity verification procedures, enforcement, legislation and interpretations
- Inspection Procedures Manual — Retail Food
- Consumer Products Inspectors' Procedures Manual
- Textile Policy and Procedures Manual — provides a training and reference instrument on textile technology, enforcement legislation and interpretations
- Prosecution Training Manual for Field Inspectors
- Consumer Products Management Information System Manual
- General English-French Glossary of Food Terms
- CA Identification Number Microfiche Index on Textile Dealers

EDP Systems

- An information system to evaluate compliance of commercial establishments with the different consumer protection laws.

Consumer Services Branch

This branch supports the consumer interest in the public, private and voluntary sectors through programs of market intelligence, support to consumer organizations and by encouraging improved institutional practices in business to meet consumer needs. It administers the *Tax Rebate Discounting Act* and is supported by field staff.

EDP Systems

- Consumer services mailing labels system — was established to print labels and alphabetical lists for mailing purposes.
- Tax rebate system — established to control data-report information, to reduce data storage space requirements of system, and to monitor tax discounters, transactions for violations of the *Tax Rebate Discounting Act*.

Legal Metrology Branch

This branch administers the *Electricity and Gas Inspection Act* and the *Weights and Measures Act*. To minimize inaccurate measurements and ensure equity in the measurement of electricity, natural gas, and goods and services provided on the basis of length, area, volume or capacity, temperature, time, mass or weight, the branch conducts approval examinations and inspection of devices, maintains and calibrates standards, and inspects goods and services. The branch is also involved in co-ordinating Canada's participation in the Organisation internationale de Métrologie légale.

Manuals

- Manual of Electrical Procedures and Policy
- Inspectors' Training Manual Electricity, Vols. I and II
- Enforcement Policy for Weights and Measures Devices
- Standard Test Procedures — Weights and Measures
- Inspection Procedures Outline — Weights and Measures
- Weights and Measures Information System Manual
- Weights and Measures Approval Index
- Standard Drawing for Electricity Metering Installations
- Departmental Instructions for Inspection of Gas Meters and Auxiliary Devices
- Specifications for Approval of Type of Electricity Meters, Instrument Transformers and Auxiliary Devices
- Canadian Participation in OIML (BIL)
- Recommendations and International Documents of OIML

Product Safety Branch

This branch administers the *Hazardous Products Act*. The Act deals with a range of goods and includes specific mention of product categories for household, garden or personal use, for sports or recreational activities, or for children. It also mentions, without reference to end use, poisonous, toxic, flammable, explosive and corrosive products, but excludes from its purview, food, drugs, cosmetics, pest control products, radioactive materials, explosives, and highway vehicles. Products may be banned or regulated under the legislation. Functions of the branch include product testing for regulatory development purposes and for compliance with established regulations. Inspectors, designated under the Act, have powers of search and seizure. The branch is supported by field staff.

Manuals

- Hazardous Products Reference Manual — a reference instrument on the administration and enforcement of the *Hazardous Products Act* and Regulations

EDP Systems

- Complaints analysis — a system established to analyse product-related complaints received by the branch

Bureau of Corporate Affairs

Bankruptcy Branch

The branch administers the *Bankruptcy Act* by providing assistance in the filing of consumer bankruptcies; by protecting both bankruptcy creditors' and debtors' rights; by licensing and supervising trustees-in-bankruptcy; by detecting abuses of the bankruptcy process both before and after bankruptcy; by maintaining and disseminating general and statistical bankruptcy and insolvency information; by acting in the regions as an agent for the Corporations Branch and disseminating information and materials on the *Canada Business Corporations Act;* and by acting as a depository for any documents to be filed pursuant to the *Canada Business Corporations Act* or any intellectual property legislation. The branch is supported by field staff.

Manuals

- Policy Statements of the Superintendent of Bankruptcy — provides guidelines for observance by trustee
- Information Statements and Directives of the Superintendent of Bankruptcy — provide less mandatory guidelines than the policy statements and are also used to communicate information of general interest
- Bankruptcy Branch Training Modular — provides a training manual on bankruptcy procedures and policies
- Bankman — provides a reference tool of internal policy releases and directives

- Central Registry Information System (CRIS) — provides procedures for accessing CRIS
- Manual of Directives for the Centralized Receipts and Disbursements System (CRDS) — provides a reference tool of procedures to be used in maintaining the CRDS
- Trustee Licence Insurance Procedures — provides policies and procedures to be followed in issuing trustee licences to both individuals and corporations
- Bankruptcy Officer Training Program — provides a modular training program for new bankruptcy officers

Corporations Branch

The branch administers the *Canada Corporations Act*, the *Canada Business Corporations Act*, and several other statutes, through the examination and qualification of incorporation, continuance, amalgamation and dissolution of corporations; the management of a database of corporate names; the acquisition, assessment and verification of information to the public; and the issuance of exemptions from various requirements of the *Canada Business Corporations Act;* and for the conduct of enquiries and investigations into corporate misconduct.

Manuals

- Examination Unit Procedures — guidelines on how to examine *Canada Business Corporations Act* articles and *Canada Corporations Act* applications
- Compliance Policy and Procedures — provides interpretations of Act and Regulations, directives and operational procedures
- Instruction Manual for Field Offices — provides instruction to field personnel in dealing with public enquiries on corporation matters
- Accounts Receivable Procedures — provides instructions on billing actions and other changes related to accounts receivable system
- Corporate Integrated Information System User Manual — provides data entry and error correction procedures for maintaining the corporate integrated information system; also provides layouts and descriptions of the master file, microfiche and magnetic tape outputs

EDP Systems

- Corporate integrated information system (CIIS) — contains data used for internal record keeping and information dissemination. The master file also contains various data elements used for the issuance of certificates of incorporation and corporate alteration and for the administration of branch programs dealing with compliance enforcement activities.

Directorate of Intellectual Property — Copyright and Industrial Design Branch

The branch administers the *Copyright Act*, the Copyright Rules, and *Industrial Design Act* and Industrial Design Rules. Copyright ownership is registered and industrial design applications are examined; if they meet requirements they are registered. The branch also administers the *Timber Marking Act*.

Manuals

- Dictionary of Shapes and Terms Thereof — provides a reference of geometric terms used by examiners
- Classification Manual — provides a listing of the various classes of classification of industrial designs
- Examination Guidelines — provides guidelines for the examination of industrial design applications
- Policy Guidelines — provides a reference of published policies on the examination of industrial design applications
- Procedures Manual — Processing — provides procedures for the processing of copyright and industrial design applications

Patents Office

The Patents Office administers the *Patent Act* and Patent Rules. Patent applications are examined for compliance with legislative requirements, and if the requirements are met a patent is granted. The office also receives applications for grant of compulsory licences under Section 67 of the *Patent Act* when alleged abuse of patent rights has occurred, or under Section 41 of the *Patent Act* when the invention is directed to foods or medicines. The office maintains public records, publishes the Patent Office Record on a weekly basis, and maintains a public search room where members of the public can obtain information.

Manuals

- Manual of Patent Office Practice — outlines policy relating to the examination of patent applications
- Handbook of Patent Examination (HOPE) — provides procedures for preparing examiners' correspondence
- Classification Section Support — provides procedures for documentation and registration
- Staff Operating Procedures — provides procedures for classification of patents
- Handbook of Classification — outlines the basis of the Canadian patent classification system and rules for using it
- Patent Examiners' Report Manual — outlines the standard paragraphs used in reports, to facilitate the use of word processing equipment

Trade Marks Office

This office administers the *Trade Marks Act* and Trade Marks Rules. Trade mark applications are examined for compliance with the legal requirements for registration and, if approved, they are advertised in the Trade Marks Journal to enable persons to oppose registration of any mark that they feel would interfere with their existing rights. Opposition proceedings are conducted to determine if the opposition is justified. The office maintains a Trade Marks Register and files of registered users of trade marks. These documents can be studied in the trade marks search room.

Manuals

- Trade Marks Examination Manual — provides a working instrument regarding the interpretation and application of the *Trade Marks Act* and Rules
- Office Composing Equipment (OCE) User Manual for General Automatic (GA) System — provides procedures for the operation of the GA microcomputer

Bureau of Competition Policy

Manuals

- Office Manual, Director of Investigations and Research — sets out procedures employed by the Bureau in the exercise of formal powers under the *Combines Investigation Act*
- Marketing Practices Policy Manual — sets out enforcement policy and provides guidance to officers in the administration of the sections of the *Combines Investigation Act*
- Marketing Practices Field Operating Manual — Misleading Advertising

EDP Systems

- Marketing practices information system — established to maintain information on past prosecutions, to be used by various report programs, and to recover transactions as needed.

Manufacturing Branch

The Manufacturing Branch conducts inquiries under the *Combines Investigation Act* with respect to the manufacturing sector of Canadian industry, excluding the manufacturing sectors of the pulp and paper and petroleum industries. The branch is also concerned with matters relating to the construction industry.

Regulated Sector Branch

The Regulated Sector Branch is primarily concerned with the behaviour and performance of regulated industries in the telecommunications, broadcasting and transport areas. It also prepares studies on such matters as the effects of tariffs and quotas on competition in Canada.

Economic Analysis and Policy Evaluation Branch

The Economic Analysis and Policy Evaluation Branch provides analytical and policy evaluation support for the Director and the Bureau of Competition Policy, and has been increasingly involved in interdepartmental policy development work in areas that interface with the *Combines Investigation Act*. In addition, the branch represents the Director's interests in international forums, including multilateral policy discussions and bilateral antitrust relations, especially with the United States.

The branch prepares submissions by the Director to federal regulatory boards and tribunals, pursuant to section 27 of the *Combines Investigation Act*. It also conducts policy-related applied industrial organization studies, including research inquiries pursuant to section 27 of the *Combines Investigation Act*.

Resources Branch

The Resources Branch is responsible for the conduct of all inquiries under the Act with respect to the activities of firms in the Canadian resource industries, including agriculture; fishing and food processing; trapping and fur processing; the forest industry; the production, mining and primary processing of all minerals; and the production and distribution of energy. The branch is also concerned with the assessment of the competitive implications of specific regulatory activities as they pertain to the resource industries.

The branch maintains a general surveillance of competitive activities and competition policy issues in those industries for which it is responsible so as to identify problem areas requiring analysis or investigation.

Services Branch

The main function of the Services Branch is to analyse complaints and other evidence from a broad variety of sources with respect to alleged restrictions of competition in the service and distribution industries and to conduct inquiries into those situations where inquiry is warranted. The branch is responsible for all wholesale and retail distribution activities not otherwise assigned to the Manufacturing or Resources Branch, and for all other services traditionally regarded as such, including finance, insurance and business, professional and personal services.

The branch maintains a general surveillance of competitive issues and activities in Canada in those industries for which it has responsibility.

Marketing Practices Branch

The branch administers the misleading advertising and deceptive marketing practices provisions of the *Combines Investigation Act*. These include representations that are false or misleading in a material respect, unsubstantiated claims, misleading warranties, misleading price representations, untrue and misleading tests and testimonials, double ticketing, pyramid schemes, referral selling, bait-and-switch selling, sales above advertised price, and promotional contests.

Bureau of Policy Co-ordination

Corporate Services and Research Branch

The branch is responsible for co-ordinating the department's corporate planning activities, including the preparation of environment assessments, and for corporate research activities on a wide variety of strategic policy issues.

Legislative Review Branch

The branch is responsible for all facets of research and policy development activities in the consumer and corporate affairs areas leading to the adoption of legislative and regulatory reforms of the department's statutory and program base.

International and Intergovernmental Affairs Branch

The branch is responsible for the co-ordination of all departmental international and federal-provincial activities, for representations in the international and intergovernmental fora with respect to all policy matters in the Consumer, Corporate and Intellectual Property areas, and for developing and directing research activities on policy related issues requiring international and intergovernmental negotiations.

EDP Systems

- National consumer satisfaction/dissatisfaction study — data include information on consumer satisfaction or dissatisfaction, with demographic profiles of dissatisfied consumers, reasons for dissatisfaction, and types of action taken. Also included are rates of purchase, perceived importance, and levels of satisfaction or dissatisfaction for food and clothing, durables, and services.
- Technical assessment of Energuide program — to provide an analysis of trends in energy consumption of appliances, and describe the theory and empirical estimates of the market values of product features and energy efficiency, from information obtained from a survey of retail outlets, from Energuide directories, and from manufacturer's product literature.

Audit, Evaluation and Control Branch

The branch provides systematic, independent and objective reviews and appraisals of all departmental operations with respect to the efficiency, economy and effectiveness of internal management practices and controls. It also performs periodic, independent and objective reviews of ongoing programs in order to recommend alternative choices related to objectives, sub-objectives, results and/or means of delivery; strengthens and co-ordinates the substance of departmental plans and controls; and ensures effective interaction with central agencies on all planning and control activities.

Communications Branch

The branch ensures that government policies are taken into consideration in structured communication activities; designs and implements communications strategies to gain public understanding and support for the interests of the Department; provides expert advice on communication policies and logistic support through production; and provides distribution and liaison services.

EDP Systems

- Research bulletin — mailing list — used to create mailing labels.

Office of the Assistant Deputy Registrar General

Conflict of Interest

The Assistant Deputy Registrar General administers, on behalf of the Prime Minister, the government's Conflict of Interest and Post Employment Code for Public Office Holders with particular responsibilities for Lieutenant Governors, Ministers, Parliamentary Secretaries, Minister's exempt staff, full time ministerial appointees and Governor in Council appointees, and provides policy advice to the government, the Privy Council Office and deputy heads. The ADRG maintains a Public Registry and a Resource Centre containing informational and educational material on conflict of interest, post employment and other ethical matters.

Registration Division

This division is responsible, in the name of the Registrar General, for the issue and registration of commissions and other documents under the Formal Documents Regulations pursuant to the *Public Officers and Seals Acts* and as required by other Acts. The division also provides services to the Governor General's office, federal government departments, corporations and agencies, other governments and the public.

UFFI Information and Co-ordination Centre

The centre administers a federal government program of technical and financial assistance to owners of Canadian dwellings retrofitted with urea formaldehyde foam for thermal insulation purposes. The program includes on-demand formaldehyde screening tests, full scale testing and remedial advice, training for contractors and homeowners in a registered remedial measures course, administration of financial contributions to eligible owners, and an across-Canada toll-free telephone information service. The centre also co-ordinates federal government activities and policies related to UFFI. The final date for completing UFFI corrective work under this program is September 30, 1986.

Manuals

- Training Manual on Corrective Measures for Residences Insulated with Urea Formaldehyde Foam Insulation (UFFI) — provides information required to understand corrective measures and how to correct problems in UFFI homes
- Study Guide on Corrective Measures for Residences Insulated with Urea Formaldehyde Foam Insulation — contains exercises to reinforce selected areas of the training manual
- Policy Manual — sets out policies to ensure consistency of program decisions with the legislation and regulations

EDP Systems

- Urea formaldehyde insulation system — established to control and monitor amount of money requested by homeowner and the amount sent; to provide information on homeowners, contractors and statistical analysis; to provide information on what stage the homeowner is at in the program.

Classes of Records

CCA/BCA-005
Energy Program
Description: Information on planning, enforcement, research, correspondence and complaints, and enquiries concerning the labelling and energy consumption of electrical products. *Topics:* Planning, control, research, electrical product efficiency — legislation; contracts; committees; rulings enforcement; marketing; advertising.

CCA/BCA-010
Foods
Description: Information on food inspection programs. *Topics:* Inspection agreements and reports; legislation; surveys; studies; technical and statistical information; advertising; liaison with associations; councils, companies; labelling and advertising approvals; content and date marking packaging; pricing and coding; processed products; surveillance; prosecutions; reference material; complaints; enquiries; sampling and testing concerning food products.

CCA/BCA-015
Consumer Products — Packaging and Labelling
Description: This class covers information on regulations, interpretations and rulings, complaints and enquiries, correspondence, inspections, seizures, prosecutions, statistical data, and sampling and testing concerning non-food products. *Topics:* Commodity regulations; surveillance and enforcement programs; economic data; liaison; companies, other departments, provinces, boards, Canadian General Standards Board; importation; surveys; test work, special products. *Storage Medium:* A system on magnetic tape is used to evaluate the compliance of various commercial establishments with the different consumer protection laws. *Retrievability:* Files arranged by subject with a case file arrangement for company enquiries by name.

CCA/BCA-020
Consumer Products — Precious Metals and Fur Garment Marking
Description: This class covers information on regulations, interpretations and rulings, complaints and enquiries, correspondence, inspections seizures, prosecutions, statistical data, sampling and testing concerning precious metal products and fur garments. *Topics:* Fur: garment marking, liaison, surveillance and enforcement, companies; precious metals marking: surveillance and enforcement — companies, foreign government marks, national mark, trade marks. *Storage Medium:* A system on magnetic tape is used to evaluate the compliance of various commercial establishments with the different consumer protection laws. *Retrievability:* Files arranged by subject with a case file arrangement for company enquiries by name.

CCA/BCA-025
Textile Labelling
Description: Information on regulations, interpretations and rulings, complaints and enquiries, correspondence, company registration, inspections, seizures and prosecutions, and sampling and testing of textile products. *Topics:* Textile labelling and legislation; liaison with the Canadian General Standards Board; Canada standards size program; care labelling program; liaison with other departments, provinces, boards, councils; identification numbers; importation; laboratory compliance program; surveillance and enforcement; surveys; testwork; upholstered and stuffed articles.

CCA/BCA-031
Consumer Services General
Description: Information on consumer issues, prosecution, policy, marketplace trends and correspondence. *Topics:* Liaison with associations, organizations, compliance and enforcement policies, reports and returns.

DEPARTMENT OF CONSUMER AND CORPORATE AFFAIRS

CCA/BCA-036
Consumer Services — Private Sector
Description: Information relating to consumer needs and the requirements of business. *Topics:* Liaison with associations, boards, councils, commissions and companies; complaints and enquiries; projects; product lines, government meetings, conferences, seminars and symposia; refund and exchange policy.

CCA/BCA-041
Consumer Services — Voluntary Sector
Description: This class covers information on technical assistance to new consumer groups, training, designing information booklets and pamphlets, financial assistance in the form of grants and contributions to consumer groups. *Topics:* Conferences, meetings, seminars, symposia; liaison with associations, institutes, councils and organizations; reference material; reports and returns; funding, contributions and grants.

CCA/BCA-046
Consumer Services — Government Sector
Description: Information on government programs, policies and legislation affecting the marketplace, the implementation, administration and the support of the consumer interest and the administration of the *Tax Rebate Discounting Act*. *Topics:* Government programs and liaison projects; consumer advocacy, consumer resource exposition and guide; review of regulatory reform, intervenors representation, consumer issues, Tax Rebate Discounting.

CCA/BCA-050
Legal Metrology
Description: Information on metering, specifications, symbols and standards, metric conversion and international measurement. *Topics:* Calibrations; liaison with associations, councils and international organizations; technical enquiries; metric conversion; misleading advertising and standards.

CCA/BCA-055
Electricity and Gas
Description: Information on the electricity and gas program. *Topics:* Electricity — approvals, imports and exports, statistics, inspection regulations and reports, calibrations, registration applications; gas — inspection regulations, approvals, calibrations, technical information, inspection reports, metric conversion standards and equipment, and registration applications.

CCA/BCA-060
Weights and Measures
Description: Information on the measurement of volumes, linear and cubic area, and mass; includes interpretations, specifications, prosecutions, standards, testing and international measurement. *Topics:* Linear and cubic area — approvals, calibrations, statistics; mass and volume — approvals, calibrations, technical information, metric conversion, tests and test methods.

CCA/BCA-065
Legal Metrology OIML (Organisation internationale de Métrologie légale) Programs
Description: Information on international standards, Canada's participation in international working groups and Canada's comments and votes. *Topics:* Organization internationale de Métrologie légale — general, international recommendations. *Retrievability:* Files arranged by subject.

CCA/BCA-070
General Product Safety
Description: Information on compliance and enforcement, statistical data and programs within product safety, and correspondence. *Topics:* Standardization control; statistical data; correspondence; associations; societies; institutions; boards; councils; commissions; committees; *Hazardous Products Act;* injury date and statistics; Canadian accident injury reporting and evaluation (CAIRE); labelling; publicity; projects; regulations; reports.

CCA/BCA-075
Products
Description: Information on regulations, company liaison, complaints and enquiries, reference materials, sampling and testing, and enforcement concerning specific products. *Topics:* Alarm and protective devices; artist supplies and stationery; appliances; entertainment; furnishings; furniture care supplies; garden and yard equipment; home fuels; home structures and building material; insulation; housewares; infant and childrens' products; maintenance products; paper products and containers; personal use items; recreation equipment; sports and protective equipment; textiles; tools and workshop equipment; toys; compliance. *Retrievability:* Files are arranged by product.

CCA/BCA-080
Testing
Description: Information on testing and test methods for specific products. *Topics:* Equipment design; fabrication and modification; legislative matters; test methods; chemical flammability; mechanical, electrical and textile testing of specific products. *Storage Medium:* Magnetic disc or drum (testing and sampling tracking system). *Retrievability:* Files are arranged by test and product.

CCA/COA-085
Bankruptcy
Description: Information on investigations, licensing, assets and liabilities, enquiries, discharges, legal actions, control and audits, enquiries on civil and common law, and correspondence on bankruptcies. *Topics:* Audits and auditing; student loans; examination; fraudulent bankruptcies; enquiries — civil law, common law; bonds and bonding; claims; conferences; liaison — foreign governments, provinces, etc.; costs and taxation; dividends; estates; fees and expenses; instruction bulletins; investigations, legal; licences; offences; petitions; projects; prosecutions; reports and statistics; trustees; central registry information system; investigation of bankruptcies; trustees-in-bankruptcy; bankruptcy estate control files; retired or rejected applications. *Storage Medium:* Information systems (EDP) contain insolvency data used by bankruptcy offices to publish bankruptcy notices. *Retrievability:* Trustee files are arranged by name of individual or corporation.

CCA/COA-090
Corporations
Description: Information on applications, charters, financial statements, annual summaries and returns, enquiries, liaison with companies, enforcement and surveillance concerning incorporation of companies. *Topics:* Exemptions; take-over bids; enquiries; boards of trade; trade unions; companies. *Storage Medium:* There are magnetic tapes, containing data on federally and provincially incorporated companies, which are used to produce microfiche and the Canada Corporations Bulletin. *Retrievability:* Files arranged by subject with a case file arrangement by company name.

CCA/COA-095
Copyright and Industrial Design
Description: Information on legislation, registration and revision, enquiries, consultation with provinces, the private sector, and other departments; registration, and complaints and enquiries about authors' and designers' works. *Topics: Copyright Act* and legislation. *Industrial Design Act* and legislation; copyright and industrial design case files; *Timber Marking Act*. *Retrievability:* Files arranged by subject with cases filed numerically by applicant name.

DEPARTMENT OF CONSUMER AND CORPORATE AFFAIRS

CCA/COA-100
Patents
Description: Information on application, registration, licensing, legal actions, studies, correspondence, regulation, complaints and enquiries, and research and technical data concerned with inventive works. *Topics:* Liaison with universities, associations, departments, foreign governments, provinces; information retrieval; caveats; court actions, licenses; legislation; agents; application; classification; complaints and enquiries; public servants' inventions; surveys and studies; technology. *Retrievability:* Files arranged by subject with a large case system by applicant name.

CCA/COA-105
Trade Marks
Description: Information on applications, registrations, licensing, regulation, correspondence, and enquiries concerned with trade marks and their uses. *Topics:* Trade marks interpretations; abandonments; appeals, applications, oppositions, registered users, trade mark agents and examinations; appellation of origin. *Retrievability:* Files arranged by subject with case filing by trade marks.

CCA/BCP-110
Combines
Description: Information on enquiries, legalities, surveys, interpretations of the *Combines Investigation Act*. *Topics:* Program of compliance, international agreements; interdepartmental committees; conferences; co-operation and liaison; enquiries; exports; imports; investments; textiles labelling; merchandising; mergers; monopolies; patents; price fixing; research; sales; services; tariffs; identical tenders; trade; trade practices; trademarks; transportation; warranties; guarantees. *Storage Medium:* Magnetic tape (locator system).

CCA/BCP-115
Standard Industrial Classification
Description: Information on enquiries, complaints, legal proceedings and prosecutions under the *Combines Investigation Act*. *Topics:* Industries; agricultural and retail services; fishing and trapping; logging and forestry; mining; manufacturing; construction; transportation and storage; communications and other utilities; wholesale and retail trade; finance and insurance; real estate and operating insurance agents; business services; government services; educational services; health and social services; accommodation; food and beverage services. *Storage Medium:* Microfilm, magnetic tape. *Retrievability:* Case files are arranged under the 18 major groups of the standard industrial classification system.

CCA/BCP-120
Marketing Practices
Description: Enquiries, complaints, investigations, legal proceedings, interpretations of the *Combines Investigation Act*, and correspondence on misleading advertising and deceptive marketing practices. *Topics:* Advertising enquiries; misleading advertising complaints (National, Pacific, Ontario, Québec, Atlantic and headquarters); program of compliance. *Storage Medium:* Use of magnetic tapes (listing complaints that have been closed for two years or more) commenced in 1984. *Special Access Note:* Files are arranged by subject, company and individual name.

CCA/BPC-125
Consumer Choice
Description: Information on review, assessment, consultation, policy and research, and media coverage. *Topics:* Consumer choice; advertising; access to consumer information; consumer information search; consumer products information review; consumer (dis)satisfaction and post-purchase behaviour; evaluation criteria formulation; information labelling project — Cantag; consumer choice in problem markets. *Retrievability:* Files arranged by subject.

CCA/BPC-130
Legislation and Regulations
Description: Information on policy, research, consultations, studies, briefing materials, reports and studies, and media coverage of consumer legislation and regulations. *Topics:* Consumer legislation; anti-corrosion code; economics of regulation in consumer protection; electricity and gas inspection; legal framework tableau; product liability; professional groups; regulation activity and reform in government; consumer research: Consumer and Corporate Affairs Canada activities, programs — energy research and development panel; surveys, studies and evaluations; systems — management information. *Retrievability:* Files arranged by subject.

CCA/BPC-135
Market Structure
Description: Information on problem recognition and assessment, policy, studies, consultations research, and reports on marketing issues. *Topics:* Market structures; distribution systems; education; environment; transportation — air, automobiles roles; access to financial services — credit programs survey; status of women; credit counselling; deposit calculations; electronic funds transfer preliminary bibliography review, universal product code and automated checkout system; financial security — life insurance, registered retirement savings plan, registered home ownership savings plan, indebtedness; legislation — action plan, *Bank Act*, financial tables for rate calculations and mortgage prepayment penalties; *Small Loans Act*, tax rebate discounting; money management; health and welfare; federal drug price reduction program; retail drug pricing and advertising; housing. *Retrievability:* Files are arranged by subject.

CCA/BPC-140
Food and Economic Policy
Description: Information on agricultural, economic and industrial policies. *Topics:* Controls and post controls — inflation, the way ahead; federal-provincial relations; foreign; monetary; prices — indexes and surveys regional situation; regulations; taxes; unemployment; industries — energy and fuels, metals, minerals, textiles and clothing; wood; food — Canada, distribution, industry, legislation and programs, nutrition policy, prices and indexes, processing, retailing, United States, weather; agricultural marketing; dairy — milk, programs; egg industry, productions, regulations, statistics; fish; fruits and vegetables; grains; meat — beef, pork; poultry — chicken, turkeys; oilseeds; sugar; wheat; agreements on tariffs and trade, United Nations Committee on Trade and Development; tariffs — imports, quotas; trade — agreements, extra-territoriality. *Retrievability:* Files arranged by subject.

CCA/BPC-145
Corporate Affairs Research and International Affairs
Description: Information on economics, agreements, development of international policies; also correspondence, research and technical data; and surveys, studies, and statistical data concerned with intellectual property. *Topics:* Economic research; copyright — contracts, literature; domestic law; industrial law; patents — contracts, database; trademarks — contracts; intellectual property law revision. *Retrievability:* Files arranged by subject.

CCA/BPC-150
Audit, Evaluation and Control
Description: Information on all audits and program evaluations planned and carried out by the branch as well as working documents associated with the departmental planning and control function. *Topics:* Traded goods; weights and measures; tax rebate discounting, electricity and gas; corporations; bankruptcy; copyright and industrial design; patents; trademarks; metric conversion; deceptive marketing practices; combines investigation; regulatory interventions; consumer assistance; support of consumer groups; product safety; UFFI; communications; research and policy analysis; administration. *Retrievability:* Files arranged by subject.

DEPARTMENT OF CONSUMER AND CORPORATE AFFAIRS

CCA/BPC-155
Communications
Description: Information on the preparation of all communication projects; exhibitions both planned and carried out by the branch to support departmental policies and programs. *Topics:* Communications service — advertising, exhibits, fairs, exhibitions, displays, enquiries, mailing lists; programs and projects — departmental, competition policy, consumer affairs, corporate affairs, policy co-ordination, metric conversion, UFFI, RTPC, Standards Council, research reports; radio and television; speeches. *Retrievability:* Files arranged by subject.

CCA/BPC-160
Metric Conversion
Description: Policies; correspondence with companies, federal and provincial government departments, other governments, associations, and committees; legislation concerned with the metric conversion program. *Topics:* Research; surveys and development; legislation and treaties; commodities, industries and markets.

CCA/DRG-165
Conflict of Interest
Description: Information on conflict of interest guidelines, parliamentary material, reports, appointments, correspondence with federal government departments, agencies, councils, commissions and provincial governments. *Topics:* Conflict of interest responsibilities — investments, trusts, parliamentary matters, guidelines for Lieutenant Governors, Ministers, their exempt staff, Governor in Council appointees and public servants; supplementary guidelines for members of government departments, corporations, agencies, commissions and boards; liaison and co-operation.

CCA/DRG-170
Registration
Description: Information on regulations; studies; enquiries; correspondence with other departments, provinces and countries; certificates of registration, appointments, deeds, grants, mortgages; and letters patent. *Topics:* Appointments — boards, councils, commissions, federal government departments, agencies, Crown corporations, committees, judges, administrators, commissioners; documents — bonds, deeds, railway mortgages, land grants, pardons, proclamations, departmental rulings, seals, warrants of extradition. *Storage Medium:* Microfilm.

CCA/UFF-175
Urea Formaldehyde Foam Insulation (UFFI)
Description: Information on regulations, grant applications, complaints, procedures and methods for testing, and related research. *Topics:* Federal government departments and agencies; federal-provincial relations — conferences, groups and associations; compensation and assistance; management information systems; claims; legal; medical; technical research; company enquiries; laboratory accreditation; bidders; contracts; removal devices and proposals; testing — pilot and main projects, UFFI II. *Retrievability:* Case files are arranged by name of individual.

Deleted Classes of Records

CCA/BCA-030	Advocacy Programs
CCA/BCA-035	Consumer Help Offices
CCA/BCA-040	Enforcement Programs
CCA/BCA-045	Market Intelligence, Issues and Projects

OFFICE OF THE CORRECTIONAL INVESTIGATOR

Chapter 36

OFFICE OF THE CORRECTIONAL INVESTIGATOR

OFFICE OF THE CORRECTIONAL INVESTIGATOR
(OCI)

CORRECTIONAL
INVESTIGATIONS
(CIN)

005 Penal Institutions
010 Penal Institution Organizations, Committees and Groups
015 Inmates Affairs — Statistics and Reports
020 Inmate Affairs — Special Enquiries and Reports
025 Inmate Affairs — General Topics
030 Inmate Affairs — Case Files

ACCESS TO INFORMATION
CO-ORDINATOR
OFFICE OF THE CORRECTIONAL
INVESTIGATOR
BOX 2324, STATION D
OTTAWA, ONTARIO
K1P 5W5

OFFICE OF THE CORRECTIONAL INVESTIGATOR

Background

The Office was established in 1973 pursuant to the *Inquiries Act*. The Correctional Investigator's mandate, as established in 1977 by Order-in-Council, is "to investigate, on his own initiative, on request from the Solicitor General of Canada or on complaint from or on behalf of inmates as defined in the *Penitentiary Act* and report upon problems of inmates that come within the responsibility of the Solicitor General of Canada".

The staff of the Office visit all federal penal institutions across Canada regularly to conduct interviews with inmates and staff in an attempt to resolve complaints through liaison with the Commissioner of Corrections and his staff.

Laws and Regulations

- Penitentiary Act
- Penitentiary Service Regulations
- Parole Act and Regulations
- Prison and Reformatories Act

Access Procedures

Formal requests under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator
Office of the Correctional Investigator
Box 2324, Station D
Ottawa, Ontario
K1P 5W5
Telephone: (613) 996-9771

Manuals

- Commissioner of Corrections Directives and Divisional Instructions
- Correctional Service of Canada Case Management Policy and Procedures Manual

Classes of Records

OCI/CIN-005
Penal Institutions
Description: Correspondence advising institutions of visits by Office of the Correctional Investigator; also requests for information on administration of that institution. *Retrievability:* Files arranged by institution and by region.

OCI/CIN-010
Penal Institution Organizations, Committees and Groups
Description: Information on contact with inmate committees and other groups both inside and outside the institutions. *Retrievability:* Files arranged by institution or name of group, by region.

OCI/CIN-015
Inmate Affairs — Statistics and Reports
Description: Information and statistics to be included in Annual Report. *Retrievability:* Files arranged by year of report.

OCI/CIN-020
Inmate Affairs — Special Enquiries and Reports
Description: Special reports compiled on the initiative of the Office or at the request of the Solicitor General of Canada. *Topics:* Enquiry at Millhaven into an incident in 1975; incident at Dorchester in 1980.

OCI/CIN-025
Inmate Affairs — General Topics
Description: Information on certain policies of the Correctional Service of Canada; press clippings on the Correctional Service of Canada. *Topics:* Policy on inmate diciplinary boards; claims against the Crown; inmate pay; family visiting.

OCI/CIN-030
Inmate Affairs — Case Files
Description: All correspondence on individual inmate complaints; also reports of interviews with complainants. *Retrievability:* Files arranged chronologically with an alphabetical index and cross-reference system.

DEFENCE CONSTRUCTION (1951) LIMITED

Chapter 37

DEFENCE CONSTRUCTION (1951) LIMITED
(DCL)

OFFICE OF THE PRESIDENT
(OPR)

005 Administration of Construction, Repairs and Maintenance Contracts
010 Consultant Contracts
015 Solicitations

ACCESS TO INFORMATION
CO-ORDINATOR
DEFENCE CONSTRUCTION (1951)
LIMITED
SBI BUILDING
BILLINGS BRIDGE PLAZA
2323 RIVERSIDE DRIVE
OTTAWA, ONTARIO
K1A 0K3

DEFENCE CONSTRUCTION (1951) LIMITED

Background

Defence Construction (1951) Limited (DCL) is a Crown corporation as defined in Part XII of the *Financial Administration Act* and listed in Part I Schedule I of that Act. The Corporation is the contracting and supervisory agency for the major military construction and maintenance projects required by the Department of National Defence. The Corporation is also known as Defence Construction Canada.

Overall Responsibilities

Defence Construction (1951) Limited performs a specialized role within the general field of construction management. Its principal functions are to obtain tenders, make recommendations on proposed awards and to award and administer contracts. In addition, at the request of the Department of National Defence (DND), DCL engages architectural, engineering and other consulting firms in support of the Department's construction program, including preparation of plans and specifications in accordance with the requirements of DND. The limits of authority under which the Corporation may enter into a contract or increase the amounts payable under a contract are set out in the government contracts regulations.

Access Procedures

All requests under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator
Defence Construction (1951) Ltd.
SBI Building, 12th Floor
Billings Bridge Plaza
2323 Riverside Drive
Ottawa, Ontario
K1A 0K3
Telephone: (613) 998-9541

Office of the President

Contracts Division

This division's principal functions are to obtain tenders, make recommendations on proposed awards, and to award contracts. In addition, at the request of the Department of National Defence (DND), it engages architectural, engineering and other consulting firms in support of the Department's construction program, including preparation of plans and specifications in accordance with the requirements of DND.

Manuals

- Defence Construction (1951) Limited

Classes of Records

DCL/OPR-005
Administration of Construction, Repairs and Maintenance Contracts
Description: Information on contracts for construction, maintenance and repairs. *Topics:* Request for contract from National Defence; tender forms and associated documents; contracts; change orders; progress claims; correspondence; shop drawing approvals; equivalent product certificates; completion and final payment forms. *Retrievability:* Files arranged by location and type of project (construction or repairs and maintenance).

DCL/OPR-010
Consultant Contracts
Description: Information on consultant contracts. *Topics:* Request for contract from National Defence; correspondence on contract negotiations; contracts; change orders; progress claims.

DCL/OPR-015
Solicitations
Description: Documents submitted by consultants on the services they provide. *Topics:* Professional record forms, brochures and letters giving details on experience, names of staff, examples of projects completed; pamphlets demonstrating design quality. *Retrievability:* Files arranged by company name.

ECONOMIC COUNCIL OF CANADA

Chapter 38

ECONOMIC COUNCIL OF CANADA

ECONOMIC COUNCIL OF CANADA
(ECC)

CURRENT RESEARCH ACTIVITY
(CRA)

005 Twenty-third Annual Review
010 CANDIDE
015 Taxation of Capital Income
020 Government Enterprises
025 Technological Change and Labour Markets
030 Explorations
036 Adaptation of Canadian Manufacturing Firms
037 Trade Policy Options and Structural Adjustment in Canada
038 Labour Market Adjustment
039 Social Policy and Economic Adjustment
056 Financial Institutions

POLICY ADVICE ACTIVITY
(PAA)

040 Energy
045 Twenty-first Annual Review
050 Regional Studies — Development
055 Technological Change, Productivity and Growth
057 Twenty-second Annual Review
060 Twentieth Annual Review
065 Nineteenth Annual Review
070 Financial Markets
075 Labour Markets
080 Financing Confederation
085 Eighteenth Annual Review
090 Reforming Regulation

ACCESS TO INFORMATION AND
PRIVACY CO-ORDINATOR
ECONOMIC COUNCIL OF CANADA
P.O. BOX 527
OTTAWA, ONTARIO
K1P 5V6

ECONOMIC COUNCIL OF CANADA

Background

The Economic Council of Canada is an independent research and advisory body established by Parliament in 1963, with broad terms of reference to study and report on Canada's economic development. Under the *Economic Council of Canada Act* the Council has a special mandate to advise the government on how Canada can achieve the highest possible levels of employment and efficient production so that the country may enjoy a high and consistent rate of economic growth and all Canadians may share in rising living standards.

Laws and Regulations

- Economic Council of Canada Act, 1963
- Bylaws of the Economic Council of Canada

Overall Responsibilities

The Council has three principal functions:

- to conduct economic analyses and undertake studies with a view to providing a greater understanding of the workings of the Canadian economy and its prospects for the future;
- to make recommendations to government and the private sector on economic policy measures to improve Canada's economic performance; and
- to educate and inform the Canadian public on economic problems and to stimulate, through the media and other forums, public discussion of policy solutions and economic strategies.

The Council must also transmit an annual report to the Minister responsible on the activities of Council, including financial statements; and prepare and publish an annual review of medium- and long-term economic prospects and problems. The Council may also publish other studies and reports; the themes of these projects involve virtually every aspect of daily life. The Council's work has included studies of such diverse subjects as the distribution of wealth among Canada's regions, the cost of taking a taxi in Montréal, land-use planning in Vancouver, and the effect of the spruce budworm on Newfoundland's economy.

In addition to its regular program of research, the Council at times undertakes special projects referred to it by the Prime Minister and reports on these to the public. In recent years, these have included a major study of government regulation in Canada and a detailed analysis of the economy of Newfoundland.

Organization

The Council is made up of an appointed board of up to 28 members, supported by a full-time staff of economists and other specialists who work under the direction of a chairman and two full-time directors. The appointed members of the Council are representative of various sectors of Canadian society. The chairman and the two directors are members of the Council.

The staff is organized into a number of research project and support service groups. The former undertake research into specific aspects of the economy, including relations with other countries, and upon completion of a research task, permanent personnel are reassigned. New groups are created from time to time to address economic issues of current and possible future concern.

Key Contacts

Information Officer, Enquiries
Tower A
333 River Road
Vanier, Ontario
K1P 5V6
Telephone: (613) 993-1253, Ext. 320

Chief, Media Relations
Tower A
333 River Road
Vanier, Ontario
K1P 5V6
Telephone: (613) 993-2805

Library

The library, set up shortly after the Council's creation, contains some 30,000 books, documents, reference works, and periodicals covering the subjects of economics, finance, social sciences, and statistics. A reading room and several carrels are available for researchers at

Library and Reading Room
Tower A
333 River Road
Vanier, Ontario
K1P 5V6
Telephone: (613) 993-1253, Ext. 299

Records Supervisor

Tower A
333 River Road
Vanier, Ontario
K1P 5V6
Telephone: (613) 993-1253, Ext. 238

Legal Counsel

General Counsel
Legal Services to the Privy Council Office
Department of Justice
Ottawa, Ontario
K1A 0H8
Telephone: (613) 992-5565

Major Publications

All Council documents and research papers (under author's name) are available for perusal at the Council's library, where a complete list of these materials is available. All Council publications are available in both official languages and may be procured through authorized Government of Canada bookstore agents and other bookstores, or by mail from:

Canadian Government Publishing Centre
Supply and Services Canada
Hull, Québec
K1A 0S9

Annual Reviews

- Strengthening Growth, 22nd Annual Review, 1985 (EC21-1/1985E)
- Steering the Course, 21st Annual Review, 1984 (EC21-1/1984E)
- On the Mend, 20th Annual Review, 1983 (EC21-1/1983E)
- Lean Times — Policies and Constraints, 19th Annual Review, 1982 (EC21-1/1982E)
- Room for Manoeuvre, 18th Annual Review, 1981 (EC21-1/1981E)

Other Council Reports

- Connections: An Energy Strategy for the Future, 1985 (EC22-124/1985E)
- Western Transition, 1984 (EC22-123/1984E)
- The Bottom Line: Technology, Trade, and Income Growth, 1983 (EC22-113/1983E)
- Intervention and Efficiency: A Study of Government Credit and Credit Guarantees to the Private Sector, 1982 (EC22-111/1982E)
- In Short Supply — Jobs and Skills in the 80s, 1982 (EC22-108/1982E)
- Financing Confederation, 1982 (EC22-103/1982E)
- Reforming Regulation, 1981 (EC22-93/1981E)

Access Procedures

Formal requests under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator
Economic Council of Canada
P.O. Box 527
Ottawa, Ontario
K1P 5V6
Telephone: (613) 993-1030

Major Data Sources

Research projects rely almost exclusively on data published by major organizations in the private sector, governmental departments and agencies (particularly Statistics Canada), and numerous international agencies. Special tabulations of such data are frequently compiled for the Council. On occasion, special surveys have been undertaken to develop required data; for instance, surveys of firms were undertaken in 1980-81 to assess skill shortage and innovation and invention activity.

Major Council Activities

Annual Review

Under its Act, the Council must publish annually a medium-term economic review. This publication — the Council's annual assessment of the medium- and long-term prospects for the Canadian economy — is published each fall. In it, the Council seeks to provide an analysis of the performance of the Canadian economy, to look at the effectiveness of current economic policies, and to set out policy options that the Council believes will improve the country's economic well-being. The recommendations in the annual reviews arise from the deliberations of the Council's appointed members. Thus, they represent the official view of the Council as a whole. Individual members are free to publish dissenting opinions or comments.

Special Research Projects

From time to time, the Council embarks on detailed studies of current and emerging economic issues in Canada and the outside world. Once approved by Council, the staff carry on research that may lead to publication of (consensus) reports — that is, research and policy publications that are endorsed by the majority of Council members.

Background Papers

Background research and unpublished documents related to all project activities within the Council are maintained and organized at the Records Office under the title of the project, the name of the author and final report title. Quantitative information presented in any report is documented, and worksheets are available at Statistical Services.

For long-past publications, background studies to major Council documents are held by the Public Archives of Canada. Interested members of the public are welcome to contact the Council's Information Division to obtain a publication list and to enquire about access to documents of interest. Included are numerous technical papers and the magazine Au Courant, which provides non-technical articles on many of the Council's report and technical studies. These are available to the public, in limited quantities, free of charge.

Support Divisions

Information Division

This division is responsible for translating and editing Council documents, for publishing and disseminating Council reports in both languages, for providing public information, and publishing a quarterly magazine.

Data Processing Division

The Council's statistical and data processing service maintains close links with researches. One part of this group is concerned with writing computer programs and manipulating large quantities of data. A large portion of the computing power and needs of the Council is purchased from service bureaux; however, use of personal computers (CPC's) is increasing. The other segment of the group is responsibe for the verification of sources and accuracy of all data. Any tabulation or calculation appearing in Council reports is submitted to such verification before being made public. Records of such information are kept on file under the management of the Chief of Statistical Services.

General Administration Division

This division is responsible for the internal programs of the Council as they relate to personnel, financial and administrative matters. Also, library services and reporting responsibilities to federal government agencies are managed by this division.

Classes of Records

ECC/CRA-005
Twenty-third Annual Review
Description: Research and background material for the Twenty-third Annual Review to be released in the fall of 1986. *Topics:* Opportunties and challenges arising from widening international markets; the need for risk-taking and adaptation to create and sustain growth; values and priorities with respect to social and environmental, as well as economic objectives; fundamental changes in demographic patterns; and consideration of policy options for attainment of performance targets in all major economic goal areas.

ECC/CRA-010
CANDIDE
Description: Information and unpublished documents on the Council's computerized econometric model (CANDIDE 3.0 and earlier versions). The model allows measurement of current performance and simulation of future performance under various scenarios and policy options. The simulations are designed to assess the impact of changes in economic performance that may result from changes in public policy or in economic conditions in Canada and abroad. The process of updating the model and assessing the influences of changing conditions is continuous.

ECONOMIC COUNCIL OF CANADA

ECC/CRA-015
Taxation of Capital Income
Description: Research and unpublished material on the taxation of capital income. *Topics:* Consequences of present and alternative tax treatments of capital incomes for the allocation of resources and in the distribution of income; developing recommendations for improved capital income tax structures; specification of transitions necessary to implement the recommendations; specification of related changes in capital markets and financial instruments that may be called for.

ECC/CRA-020
Government Enterprises
Description: Research and unpublished material on all government enterprises engaged in the production of generally marketable goods and services. *Topics:* The appropriate role to be played by such enterprises and ways in which the system of incentives and controls affecting them may be altered so as to make them more desirable instruments of public policy; performance of government corporations; ability of such enterprises to effectively provide various goods and services.

ECC/CRA-025
Technological Change and Labour Markets
Description: Research and unpublished material on developments in technology and the implications thereof for labour markets. *Topics:* The growth, change, and other occupational and industrial shifts in employment arising from technological change; institutional adaptations, such as industrial relations, patterns of working time, compensation, and the quality of working life, that may be associated with technological change; education and mobility required by the adjustment process; social measures required to distribute equitably the benefits and costs resulting from technological change.

ECC/CRA-030
Explorations
Description: Preliminary investigation of various economic issues to determine their nature, scope and pertinence to the Council's future research program and organization of colloquia to address major economic, social and environmental issues not currently being researched in depth by ongoing research groups. *Topics:* The status of Canadian agriculture; the interrelationships between the environment and the economy; health care in Canada; and economic status of women.

ECC/CRA-036 *Formerly Identified as:* ECC/CRA-035
Adaptation of Canadian Manufacturing Firms
Description: Research and background material concerning the adaptation of firms to trade pressures and opportunities in the manufacturing sector. *Topics:* Effects of bilateral and multilateral trade arrangements, international price changes, technological innovations and changing consumer preferences. Examinations of different adaptation responses: in Canadian-owned, compared to foreign branch, plants; in firms operating without tariff protection, compared to those which are protected; and in firms engaged in Canada-U.S. trade, compared to those which are not. Case studies which question whether federal policies promote or retard adjustment and what guidelines are appropriate to assist adaptation and to promote innovation.

ECC/CRA-037 *Formerly identified as:* ECC/CRA-035
Trade Policy Options and Structural Adjustment in Canada
Description: Research and background material concerning the output and employment effects of trade liberalization, by 40 industrial sectors, by occupation and by province. *Topics:* Nature and volume of trade among the industrialized and developing countries; output and employment of Canadian industries; shifts in output, investment, employment and occupations that should be anticipated under various scenarios of more liberalized trade; alternative stances and strategies that should be considered in negotiations leading to freer trade; policy options for dealing with dislocations that are bound to arise with more open trade.

ECC/CRA-038 *Formerly Identified as:* ECC/CRA-035
Labour Market Adjustment
Description: Research and backgound material concerning the implications for the labour force of industrial adjustment and adaptation arising from freer trade, technological change and other significant influences on the level and composition of demand and supply. *Topics:* Causes and nature of labour market adjustments; manpower policies for assisting unemployed and displaced workers; new measures which may be more efficient in recycling skills, more equitable for those affected, and less costly to administer.

ECC/CRA-039 *Formerly Identified as:* ECC/CRA-035
Social Policy and Economic Adjustment
Description: Research and background material concerning the effectiveness, efficiency and adequacy of social policy in meeting expressed social objectives and the side effects of social programs on the functioning of the economy, particularly in the context of significant adjustment and adaptation. *Topics:* The highly fragmented and complicated nature of social programs; conflicting objectives between tax structures and transfer programs; links between economic and social policy; complexities introduced as a consequence of responsibility sharing between levels of government; reform options to simultaneously meet social objectives and minimize constraints to required work force adjustment.

ECC/PAA-040
Energy
Description: Research and unpublished material relating to the Council consensus document, Connections; An Energy Strategy for the Future. *Topics:* World and domestic supplies of and demand for various forms of energy; the policy setting in which energy is produced and consumed; energy conservation and substitution; and designs for new energy strategies.

ECC/PAA-045
Twenty-first Annual Review
Description: Background research and unpublished documents related to the Twenty-first Annual Review, 1983. *Topics:* The medium-term economic outlook; government in the economy including consideration of the public debt; the business and international debt situation; employment and unemployment; technological changes; and targets for economic performance.

ECC/PAA-050
Regional Studies — Development
Description: Background research and unpublished documents prepared as background to the Council consensus document, Western Transition. *Topics:* Problems and prospects facing Canada's four western provinces; the constitutional and economic settings in which western development will take place; elaboration of prospects for development in the resource-based industries, transportation, the service sector and manufacturing; and the impact and opportunities associated with urbanization.

ECC/PAA-055
Technological Change, Productivity and Growth
Description: Research and unpublished material relating to the Council consensus document, The Bottom Line: Technology, Trade and Income Growth. *Topics:* Report on industrial policies and challenges faced by governments and the private sector in promoting technological change, productivity growth and competitive trading sectors.

ECC/CRA-056
Financial Institutions (New)
Description: Research and background material concerning the efficiency of the financial sector as it relates to the sector's contribution to economic growth and social development. *Topics:* Solvency and stability; concentration; ownership; investment powers; organization; conflict of interest; self-dealing; supervision; deposit insurance; contribution to economic growth and regional development; operations; and regulatory aspects.

ECC/PAA-057 *Formerly identified as:* ECC/CRA-005
Twenty-second Annual Review
Description: Background research and unpublished documents related to the Twenty-second Annual Review, 1984. *Topics:* Medium-term targets for economic performance, including deficit control and social programs; projections of performance under alternative assumptions concerning international conditions and domestic policies; special analyses of investment, productivity and interest rate performance; and recommendations respecting tax reform, more rapid adoption of technical change, renewed effort in skill training, use of modern management techniques, and approaches to freer trade negotiations.

ECC/PAA-060
Twentieth Annual Review
Description: Background research and unpublished documents related to the Twentieth Annual Review, 1983. *Topics:* Changes in the demographic and structural nature of the economy with special references to the social services' "safety net" and the role of women in the work force; consideration of performance targets set as challenges to policy makers; policies designed to attain elaborated targets in a period of change.

ECC/PAA-065
Nineteenth Annual Review
Description: Background material for the 1982 Annual Review. *Topics:* Inflation; investment; balance of payments; federal economic development, energy, monetary, fiscal and incomes policies; unemployment insurance premiums; government deficits in times of recession; world and domestic oil pricing; adjusting for inflation.

ECC/PAA-070
Financial Markets
Description: Background material for the Council consensus document, Intervention and Efficiency: A study of Government Credit and Credit Guarantees to the Private Sector. *Topics:* Effectiveness of government credit and credit guarantees to business, agriculture, export trade and housing; nature, scope and objectives of government intervention; operation and efficiency of private financial markets; impact of government intervention on the allocation of financial and real resources; efficiency of delivery of financial assistance.

ECC/PAA-075
Labour Markets
Description: Background research and unpublished documents related to the Council consensus document, In Short Supply: Jobs and Skills in the 1980s. *Topics:* Unemployment, job supply and demand; effectiveness of manpower training programs; job search and labour market mechanisms; shortages of skilled labour; gearing training to labour market requirements; the importance of information in balancing jobs and skills; potential for job creation.

ECC/PAA-080
Financing Confederation
Description: Background research and unpublished documents related to the Council consensus document, Financing Confederation: Today and Tomorrow. *Topics:* The future of equalization payments and of "conditional" federal-provincial grants related to expenditures on health and postsecondary education; the implications of intergovernmental fiscal arrangements for stabilization policy; natural resource pricing decisions and the fiscal positions of federal and provincial governments and intergovernmental transfers; implications of the transfer system for the economy.

ECC/PAA-085
Eighteenth Annual Review
Description: Research and background material for the 1981 Annual Review. *Topics:* Performance and development prospects — price and cost developments; inflation; employment and productivity objectives.

ECC/PAA-090
Reforming Regulation
Description: Background research and unpublished documents for this study on the impact of regulation on business; also specific sectors — telecommunications, transportation, fisheries, agricultural marketing boards — and general issues such as occupational health and environmental pollution. *Topics:* Land use; food processing and distribution; health and safety; occupational licensing and labour relations, with emphasis on the regulatory dimension; the cost of regulatory compliance confronting large and small businesses. *Special Access Note:* This consensus document was preceded by an interim report entitled: Responsible Regulation (EC22-70/1979). The interim report defined the subject to be research framework, the balance between the direction and control of statutory regulatory agencies, and the ncessary autonomy for such agencies to carry out their functions, as well as the need to improve governmental decision-making on regulation.

Deleted Classes of Records

The following classes of records have been deleted because they are being transferred to Public Archives Canada:

ECC/CRA-035	Adjustment and Adaptation (See ECC/CRA-036 **Adaptation of Canadian Manufacturing Firms**, ECC/CRA-037 **Trade Policy Options and Structural Adjustment in Canada**, ECC/CRA-038 **Labour Market Adjustment**, and ECC/CRA-039 **Social Policy and Economic Adjustment**)
ECC/PAA-095	Seventeenth Annual Review
ECC/PAA-100	Newfoundland Development

CANADA EMPLOYMENT AND IMMIGRATION COMMISSION AND DEPARTMENT OF EMPLOYMENT AND IMMIGRATION

Chapter 39

CANADA EMPLOYMENT AND IMMIGRATION COMMISSION AND DEPARTMENT OF EMPLOYMENT AND IMMIGRATION

CANADA EMPLOYMENT AND IMMIGRATION COMMISSION
AND
DEPARTMENT OF EMPLOYMENT AND IMMIGRATION
(EIC)

INTERNAL AUDIT
(IAB)

005 Internal Audit
010 Working Papers
015 National Audits
020 Regional Audits

EXECUTIVE SECRETARIAT
(SEC)

025 Secretariat
030 Executive Management Services
035 Intergovernmental Affairs — External Liaison
040 Access to Information and Privacy
045 Human Rights
050 Emergency Planning
055 Security Planning and Co-ordination
060 Corporate Initiatives

IMMIGRATION
(IMM)

065 General
070 Identification and Travel Documents
075 Enforcement
080 Exclusion and Removal
085 Transportation
090 Special Events
095 Examination
100 Monitoring and Analysis
105 Enforcement Intelligence
110 Data Systems
115 Records of Entry
120 Admission of Applicants to Canada
125 Refugees and Displaced Persons
126 Immigration and Demographic Analysis
130 Settlement Assistance and Transportation Loans
135 Adjudication
140 Adjudication Inquiries
145 Detention
150 Status

INSURANCE
(INS)

155 Enquiries
160 Actuarial Services
165 Policy and Legislation Development
170 Briefs and Representations
175 Coverage and Premium Policy
180 Supplemental Unemployment Benefits
185 Labour Adjustment Benefit
190 Benefit Entitlement
195 Ancillary Policies on Benefit Entitlement
200 Claims Analyses
205 Premium Reduction Program
210 Appeals
215 Control Policy
220 Planning and Analysis
225 Control Programs
230 Control Programs — Payment of Unemployment Insurance Benefits
235 Control Programs — Social Insurance Numbers
240 Manual Report on Hirings
245 Automated Earnings Reporting System
250 Automated Report on Hirings
255 Medical Advisory Services
260 Insurance Program Services
265 Interstate Benefits
270 Record of Employment (ROE)
275 Forms Development
280 Monitoring and Analysis
285 Comprehensive Tracking System
286 Insurance Claimant Services

CANADA EMPLOYMENT AND IMMIGRATION COMMISSION AND DEPARTMENT OF EMPLOYMENT AND IMMIGRATION

CANADIAN JOBS STRATEGY
(CJS)

290 Labour Market Development
292 Skill Investment
294 Job Entry
295 Training
296 Job Development
298 Skill Shortages
300 Industrial Training
301 Innovations
303 Community Futures
305 Critical Trade Skills
306 Challenge '86
310 Management Information System
315 Youth Projects
320 Institutional Training
325 Allowances and Programs
330 Skills Growth Fund
390 Employment Development
395 Canada Works
400 Career-Access
405 Job Corps
410 Local Employment Assistance Development
415 Summer Employment Experience and Work Orientation Workshops

EMPLOYMENT SERVICES
(EMP)

335 Labour Market Services
340 Industrial Adjustment Service
345 Industry and Labour Adjustment
350 Canadian Industrial Renewal Program
355 Energy
360 Construction
365 Agriculture
370 Resources
375 Services
380 Manufacturing
385 Foreign Workers Policy
420 Enquiries
425 Employment Operations
430 Mobility
435 Clearance
440 Outreach Program
445 Services to Employers
450 Career Counselling
455 Occupational and Career Information
460 Youth Employment
465 Native Employment
470 Women's Employment
475 Disabled Persons
476 Visible Minorities
480 Special Needs Clients and Special Groups
481 Employment Equity — General
484 Contractors
485 Private Sector
490 Technical Services
495 Planning and Analysis

SYSTEMS AND PROCEDURES
(SYS)

500 Employment Development
505 Employment Training
510 Employment Client Services
515 Benefit Pay
520 Liaison and Procedures
525 Control
530 Support
535 Advanced Systems
540 Social Insurance Number Registration
545 Annuities
550 Immigration
555 Management Data
560 Technical Support
565 Computer Operations
570 Management Advisory Services
575 Forms Management
580 Design and Control

NATIONAL SERVICES
(NSB)

585 Social Insurance Number Registration
590 Release of Information
595 Records of Employment
600 Tax Enquiries (T4U/TP4U)
605 Annuities Program
610 Employer Registration

CANADA EMPLOYMENT AND IMMIGRATION COMMISSION AND DEPARTMENT OF EMPLOYMENT AND IMMIGRATION

PUBLIC AFFAIRS

(PAF)

615 Organization and Planning

STRATEGIC POLICY AND PLANNING

(SPP)

620 General
625 Census
630 Research
635 Canadian Occupational Projection System (COPS)
640 Strategic Planning
645 Operational Planning
650 Data Development
655 International Analysis and Regional Relations
660 OECD Manpower and Social Affairs Committee
665 Immigration
670 Insurance
675 Job Creation and Employment Services
680 Human Resource Development Programs
690 Unemployment Insurance Program Policy Development and Analysis
695 Unemployment Insurance Program Impact Analysis
705 Labour Market Studies
710 Labour Market Policy Analysis
711 Labour Market Program Analyses

ACCESS CO-ORDINATOR
EMPLOYMENT AND
IMMIGRATION CANADA
13th FLOOR
PLACE DU PORTAGE, PHASE IV
HULL, QUÉBEC
K1A 0J9

CANADA EMPLOYMENT AND IMMIGRATION COMMISSION AND DEPARTMENT OF EMPLOYMENT AND IMMIGRATION

Background

The Employment and Immigration Reorganization Act 1977 created the Canada Employment and Immigration Commission and a small associated Department of Employment and Immigration. Together they are responsible for all jobs strategy, employment, unemployment insurance and immigration programs and services.

The Commission

Four persons head the Commission: a chairman, who is Chief Executive; a vice-chairman; and two commissioners — one representative of workers and the other representative of employers.

The Department

The Chairman and Vice-Chairman act as Deputy Minister and Associate Deputy Minister of the Department.

Two other bodies report to Parliament through the Minister: the Canada Employment and Immigration Advisory Council, and the Immigration Appeal Board.

Laws and Regulations

- Unemployment Insurance Act, 1971, SC 1970-71-72, c. 48 (excluding Parts IV and VIII) and Associated Regulations, i.e., Unemployment Insurance Regulations, CRC 1978, Volume XVIII, c. 1576 and the National Employment Service Regulations, CRC 1978, Volume XVIII, c. 1573
- Employment and Immigration Reorganization Act SC 1976-77, c. 54, including Part I — Employment and Immigration Department and Commission Act, and Part II — Canada Employment and Immigration Advisory Council Act
- National Training Act, SC 1980-81-82-83, c. 109 and Regulations
- Emergency Gold Mining Assistance Act, RSC 1970, c. E-5, Subsection 6(2)
- Reinstatement in Civil Employment Act, RSC 1952, c. 236
- Immigration Act 1976, SC 1976-77, c. 52 and Regulations
- Employment Tax Credit Act, SC 1977-78, c. 4, s. 7
- Government Annuities Act, RSC 1970, c. G-6 and Regulations
- Government Annuities Improvement Act, SC 1974-75-76, c. 83
- Labour Adjustment Benefits Act, SC 1980-81-82-83, c. 89
- Labour Mobility and Assessment Incentives Regulations, CRC 1978, Volume III, c. 330
- Mobility Regulations, CRC 1978, Volume XIV, c. 1323
- Adjustment Assistance Benefit Regulations (Footwear and Tanning Workers), CRC 1978, Volume III, c. 317
- Adjustment Assistance Benefit Regulations (Clothing and Textile Workers), CRC 1978, Volume III, c. 316

Overall Responsibilities

The deputy minister/chairman, associate deputy minister/vice-chairman, and the two commissioners are the immediate extension of the Minister and collectively administer the *Unemployment Insurance Act* as amended, including jurisdiction over the National Employment Service and the *National Training Act;* the *Immigration Act* and various employment programs under Appropriations Acts; and the *Annuities Act.*

They collectively deal with legislative review and consequent amendments; regulatory changes; special applications of the legislation such as adjudication principles, labour conflicts, work-sharing agreements and job creation projects; appeals to the Federal Court; Unemployment Insurance (UI) premium rates; budgets impacting on the UI fund; appeals to the Commission concerning UI premium reductions; agreements with provinces or other countries; appointment of agents; delegation of authority to officers as employees of the Commission/Department; annual reports to the Minister and Parliament; all submissions to Cabinet; and major directives to field offices concerning CEIC programs.

The two commissioners — one representing labour and the other employer interests — develop consultative mechanisms, dialogues, and information programs with business, union and employer associations and councils, keeping such groups well-informed on legislative, policy and program matters affecting them.

Organization

The Commission/Department's headquarters comprises nine major groups; four are directly concerned with services to the public: Immigration, Insurance, Canadian Jobs Strategy and Employment Services; three provide professional, technical and administrative services: Systems and Procedures, Personnel, and Finance and Administration; the other two major groups are Public Affairs and Strategic Policy and Planning. An executive secretariat provides all services necessary to corporate decision-making, policy formulation, federal-provincial and international relations, security planning and co-ordination, emergency planning, and for administering Access to Information, Privacy, and Human Rights legislation within the Commission.

The Canada Employment and Immigration Commission is further organized into ten regions responsible for administering some 900 points of service across Canada. The Commission employs, across Canada, about 27 000 staff.

General Information

Available free in every CEIC office are pamphlets, brochures and other publications covering a wide variety of programs and services offered by the Commission and some other departments and agencies, both federal and provincial.

Reading Rooms

EIC manuals (subject to exemptions) may be consulted during normal working hours at the principal reading room located at the following address

Public Rights Administration
Employment and Immigration Canada
4th Floor
Place du Portage, Phase IV
Hull, Quebec
K1A 0J9

Reading areas have also been provided for at regional offices, Canada Employment Centres, and Canada Immigration Centres, where available manuals may be viewed during normal working hours. Please consult your local telephone directory for the office nearest you.

Library Services

Library services are available at the following addresses

Head Office

Employment and Immigration Canada
Place du Portage, Phase IV
Hull, Québec
K1A 0J9

CANADA EMPLOYMENT AND IMMIGRATION COMMISSION AND DEPARTMENT OF EMPLOYMENT AND IMMIGRATION

Regional Offices

Newfoundland

Employment and Immigration Canada
P.O. Box 12051
167 Kenmount Road
St. John's, Newfoundland
A1B 3Z4

Nova Scotia

Employment and Immigration Canada
P.O. Box 2463
1888 Brunswick Street
Halifax, Nova Scotia
B3J 3E4

Prince Edward Island

Employment and Immigration Canada
P.O. Box 8000
199 Grafton Street
Charlottetown, P.E.I.
C1A 8K1

New Brunswick

Employment and Immigration Canada
P.O. Box 2600
565 Priestman Street
Fredericton, New Brunswick
E3B 5V6

Québec

Employment and Immigration Canada
1441 St. Urbain Street, 9th Floor
P.O. Box 7500
Montréal, Québec
H2X 2M6

Ontario

Employment and Immigration Canada
4900 Yonge Street
Suite 700
Willowdale, Ontario
M2N 6A8

Manitoba

Employment and Immigration Canada
Eaton Place
Room 710
330 Graham Avenue
Winnipeg, Manitoba
R3C 4B9

Saskatchewan

Employment and Immigration Canada
Financial Building
600-2101 Scarth Street
Regina, Saskatchewan
S4P 2H9

Alberta and Northwest Territories

Employment and Immigration Canada
5th Floor
9925 — 109th Street
Edmonton, Alberta
T5K 2J8

British Columbia and Yukon Territory

Employment and Immigration Canada
Royal Centre
1055 West Georgia Street
Box 11145
Vancouver, British Columbia
V6E 2P8

Access Procedures

As Access Co-ordinator, the executive secretary is responsible for the administration of the *Access to Information Act* within the Department and can be reached at the following address:

Executive Secretary
Employment and Immigration Canada
13th Floor
Place du Portage, Phase IV
Hull, Québec
K1A 0J9

A formal request under the *Access to Information Act*, must be made by completing an Access to Information Request Form and forwarding it to the following address:

Director
Public Rights Administration
Employment and Immigration Canada
4th Floor
Place du Portage, Phase IV
Hull, Québec
K1A 0J9

THE COMMISSION

INTERNAL AUDIT BUREAU

The Internal Audit Bureau is responsible for audits conducted within CEIC. Programs external to and funded by CEIC are also subject to audit.

Internal Audit reviews and appraises the effectiveness and efficiency of all operational and financial procedures and systems and identifies areas for improvement.

EXECUTIVE SECRETARIAT

This office, comprising six directorates, provides services necessary to corporate planning, policy formulation, federal-provincial and international relations and the application of public rights management. An extension of the Office of Chairman/Deputy Minister, it co-ordinates corporate executive decision-making, particularly deliberations on statutory matters.

Corporate policy formulation is affected by the range of programs and services offered to the public by CEIC; the provisions of Acts and regulations governing the operation of programs; government decisions altering the way CEIC operates, evaluates and pays for programs and services; and events occurring in federal-provincial or international relations.

Executive Management Services Directorate

This directorate manages the processes governing CEIC's business conduct at the national level. It develops guidelines and support mechanisms affecting deliberations by the Commission proper, the Executive Committee, and other executive bodies; it provides all necessary secretariat support services including research, conference scheduling and organization, minute preparation, follow-up control action and systemic control; it prepares specifically formatted briefing material used by the Minister; and it manages a computerized corporate correspondence control system.

Intergovernmental Affairs — External Liaison Directorate

This directorate maintains formal liaison with provincial governments and the private sector on all matters affecting major initiatives taken in the labour market, immigration or unemployment insurance areas; it advises the Ministers and Senior Executive on interlocking interests with the provincial governments, on intergovernmental or international relations and on courses of action recommended by a variety of special task forces or committees. The directorate also co-ordinates the participation of the Ministers and EIC executives at intergovernmental conferences and meetings.

Public Rights Administration Directorate

This directorate co-ordinates CEIC responses to enquiries and access requests made under the *Access to Information Act* and *Privacy Act*, and develops measures ensuring that the *Canadian Human Rights Act* is effectively applied within CEIC; it sets policies, develops educational support, establishes mechanisms, and administers the public rights of Canadians in respect of the legislation; it responds to complaints lodged with any of the Information, Privacy, or Human Rights commissioners; it notifies the public of access decisions taken, arranging where appropriate for the production of official files for scrutiny; and it acts as a monitoring body, gathering data on the operation of the legislation and providing reports to the Minister and public rights commissioners.

Emergency Planning Directorate

This directorate centrally co-ordinates all emergency human resources planning for Canada through CEIC's headquarters and field offices as the National Emergency Agency for Human Resources (NEAHR). In liaison with emergency and security agencies, such as the Department of National Defence, the RCMP and Emergency Planning Canada, it issues policies, emergency procedures and periodic standing orders on alternatives for CEIC operations in the event of major disasters, wars or civil emergencies.

Security Planning and Co-ordination Directorate

This directorate provides policy analysis and advice on security matters; it administers a special control program for receipt, storage and distribution of sensitive intelligence and security information and administers programs of co-operation with the RCMP.

Corporate Initiatives

This Directorate initiates, manages and co-ordinates corporate projects related to quality of service and the Implementation of EIC's Philosophy of Management; it acts as the deputy head's service improvement centre, promoting quality of service and improvement strategies throughout the CEIC. The Directorate also serves as secretariat to the Chairman's Committee on Corporate Initiatives and also undertakes special assignments outside the scope of normal program or service areas.

IMMIGRATION

This group, composed of four branches and one directorate, administers Canadian immigration law through the selection of immigrants, the entry of refugees, temporary workers, foreign students, other visitors and tourists. Other responsibilities include applying enforcement and control measures to protect the health, safety and good order of Canadian society, and assisting in settling recently arrived immigrants.

Immigration levels are influenced by Canadian labour market considerations, regional demographic needs and consultations with provinces and territories, individuals and organizations, both domestic and international. Each year in the Minister's report to Parliament, proposed immigration levels are announced for a specific time period; normally, special groups such as refugees and independents are reflected in the projections but, in some cases, numbers of refugees might be increased during the year as a result of unforeseen circumstances.

Manuals

- Employment Manual — note especially the following portions: transportation loans, adjustment assistance program, immigrant settlement and adaptation program, validation of employment offers
- Federal-Provincial Immigration Agreements
- Immigration Manual (IC) — security guidelines and procedures containing information defined as internal communications, such as security and criminal criteria relating to immigrants and visitors, and guidelines for detecting visa and passport forgeries
- Immigration Manual (ID) — guidelines and procedures on the collection of immigration data
- Immigration Manual (IE) — guidelines, procedures, instructions and background information on examinations at Canadian ports of entry, protection of refugees, immigrant settlement, inland control, appeals and litigation, removals and security deposits (bonds)
- Immigration Manual (IL) — legislative component (including the *Immigration Act*, 1976) for the guidance of immigration officers
- Immigration Manual (IS) — guidelines, procedures, instructions and background information on the recruitment, selection and processing of immigrants and visitors abroad; inland control; Canada-Quebec agreement on Immigration; returning residents; passport and identity or travel documents; immigration processing cost recovery and transportation loans
- Primary Immigration Examination Directives — for customs officers at ports of entry dealing with the initial examination of persons seeking admission to Canada
- Transportation Directives — information to carriers of their responsibilities under the *Immigration Act* when conveying passengers to Canada
- Travel Information — international publication that includes Canadian passport and visa requirements
- Treasury Board Terms and Conditions — information regarding the adjustment assistance program, immigrant settlement and adaptation program, host program for refugee settlement.
- World Index — advises immigration officers and Canadian Security Intelligence Service officials on security and criminal examination facilities, medical facilities, coding information and visa requirements

Operations Branch

Through three directorates, this Branch provides functional guidance and direction to field offices in Canada and to the Department of External Affairs on all procedural and individual case related matters affecting the immigration program. It also monitors the application of immigration policy through the review of individual cases and collects and analyzes information on overall immigration matters.

Case Review Directorate

This Directorate reviews individual immigration cases in response to general immigration queries and representations to the Minister determines the Commission's position on the selection, admission and removal of immigrants and visitors, reviews and recommends on submissions for the admission of criminally inadmissible immigrants, reviews the imposition of fines on transportation companies, controls the submission of requests to the Governor in Council for the admission of statutorily-prohibited immigrants and visitors, administers the decision-making of the Special Review Committee, gives functional guidance to appeals officers. It also assists and guides field personnel on the administration of the *Immigration Act* as it relates to preventing the movement to, admission to or continued stay in Canada of persons who are not permitted under the Act to enter or remain here. This involves providing guidance on the identification, apprehension, detention and prosecution of such persons as well as protecting the Minister's interest in subsequent appeals and litigation to which these persons are entitled.

Procedures and Instructions Directorate

This Directorate provides explanation, interpretation, instruction and guidance on the immigration legislation for immigration officers, other federal and provincial agencies and concerned individuals. It also interprets, disseminates and monitors immigration legislation by issuing and revising guidelines, procedures and instructions.

These guidelines relate to admission procedures such as selection criteria for various classes of immigrants, medical requirements for immigrants and visitors and admission criteria for temporary workers and students as well as procedures for the admission of returning residents, refugees and designated groups. It interprets legislation as it relates to enforcement procedures including inland investigations, arrests and prosecutions, inquiries and appeals, removals and departure notices. It also offers guidance on procedures relating to transportation companies, vehicles and crews coming into Canada, the Canada Quebec Agreement on Immigration, Minister's Permits, passport and identity or travel documents, criminality and cost recovery for immigration services.

Analysis and Intelligence Directorate

This directorate monitors the branch's activities. It evaluates intelligence received from within CEIC, law enforcement agencies and other sources on persons and organizations, with regard to illegal immigration practices.

Planning and Program Management Branch

Through its three directorates and the Legislative Review Committee, this branch provides operational and administrative support to the Immigration Program in the following forms: program planning; performance measurement; creation and maintenance of computerized program data banks; staff training; operational guidance to personnel working at regional and local offices; review and amendment of the *Immigration Act* and Regulations; management-union consultations; and secretariat services.

Program Data Directorate

Responsibilities of this directorate include the development, co-ordination, collection, verification and maintenance of computerized record systems on immigration activities, and the creation and production of reports concerning such activities or their analysis. Information from computerized records is made available to CEIC offices at various levels and to the Public Affairs (Information Services) component of CEIC for delivery to the public. The directorate is also responsible for storing and accessing all records on microfilm dealing with the status of individuals, i.e., immigrant and visitor documentation.

Co-ordination and Liaison Directorate

This directorate co-ordinates immigration input into CEIC and government programs and co-ordinates and implements CEIC and government policies, procedures and guidelines at headquarters. Support is given to the Ministers by providing material pertaining to the immigration program. The directorate provides secretariat services to immigration management committees; supports the delivery of the immigration program (development of staff training materials, manual production, forms management, co-ordination of production and delivery of immigration officers' uniforms); co-ordinates the Department's response to requirements associated with the Access to Information and Privacy legislation and negotiates and liaises with External Affairs on the funding and the delivery of programs abroad, secondments, visa officer training and other unresolved matters.

Resource Planning and Control Directorate

This directorate provides immigration input to CEIC planning, budgeting and expenditure control processes and is responsible for measuring the performance of the immigration program.

Legislative Review Committee

The chairperson of this committee maintains and provides information and advice on the origin, intent and interpretation of the *Immigration Act* and related legislation. The chairperson establishes and manages systems concerned with the design and analysis of proposals for new or amended legislation.

Policy and Program Development Branch

This branch, through five directorates, administers policy, sets priorities and provides guidance to immigration field offices on the admission of immigrants and visitors. In particular, this includes levels of immigration, by classes and categories, in response to such concerns as occupational demand in the Canadian labour market; humanitarian considerations relating to the relief of refugees; social policies reflected in family reunification programs; or the need for temporary admission for study or for seasonal or other short-term employment.

Levels of immigration are formulated on the basis of analysis and consultation relating to each of the three classes of the immigration intake. In the labour market, the object is to select workers with specific skills needed to meet labour force shortages in Canada.

The number of refugees admitted each year is set out in an annual refugee plan specifying a global number of refugees to be accepted and allotment areas from which they are to be selected. This plan is formulated in consultation with private groups, provincial governments and the United Nations High Commission for Refugees.

The number of family class applicants admitted has a direct relationship to the number of applications submitted each year by family members already residing in Canada.

Policy Development Directorate

This directorate develops policy on levels and composition of immigration to Canada. Consultation occurs with provincial governments and with other agencies both public and private. It is responsible for preparing submissions to Cabinet and an annual report to Parliament and for developing admission policy on students and non-immigrant workers.

Regional Policy and Program Relations Directorate

This directorate develops federal guidelines for federal-provincial consultations required by the *Immigration Act* and co-ordinates such consultations; develops or modifies immigration agreements with the provinces, both in general and in specific policy areas, such as refugees, settlement and foreign workers; manages and monitors existing agreements with provinces; provides advice to management on the need for new programs or other efforts; and develops new approaches to meet current and future needs.

Program Development Directorate

This directorate is responsible for the development, management and administration of all Commission programs governing the admission of specific categories of immigrants and visitors. These include those programs related to temporary workers, students, academics, entertainers, domestics, medical doctors, seasonal farm workers, carnival workers, entrepreneurs and self-employed persons, engineers, graduate assistants and adoptions.

Refugee Affairs Directorate

This directorate is charged with the development and monitoring of CEIC programs for refugees and other humanitarian programs and for designing the processes and the selection standards to give effect to these policies. It also maintains liaison with other government departments concerned with refugee affairs, specifically External Affairs, and other private interest groups. The creation and maintenance of records reflects the need to maintain a viable system of retention and access to a wide variety of material required to carry out these functions, e.g., background material on refugee situations in other parts of the world, and procedural and policy advice to the field.

Data Analysis and Forecasts Directorate

This directorate is responsible for the design and development of immigration processing systems in order to manage immigration components in accordance with levels established by Cabinet. The directorate also monitors immigration processing, forecasts immigrant landings, and carries out simulations of policy alternatives.

Settlement Branch

This branch is concerned with promoting a smooth transition to a new life in Canada for refugees and others who immigrate here. The branch administers the various programs of financial assistance to immigrants, such as transportation loans and contributions to cover the basic needs of life. Contributions are also made to voluntary organizations involved in providing settlement services to newcomers, including interpretation and counselling. Forms of assistance other than financial aid are also provided, such as reception and accommodation services and the matching of refugees to Canadian sponsors.

Adjudication Directorate

This directorate is responsible for providing adjudication services throughout Canada. The *Immigration Act* and Regulations provide for an adversarial system of quasi-judicial decision-making to determine whether a person seeking to enter Canada may do so, or whether a person already in Canada will be allowed to remain or be required to leave. In addition, the detention of any person detained pursuant to the *Immigration Act* must be reviewed regularly.

The directorate also ensures that immigration enquiries and detention reviews are held in accordance with the *Immigration Act* and Regulations, the principles of natural justice, and within the time frames prescribed by the Act and Regulations.

INSURANCE

This group develops and promulgates legislative changes, policies and activities governing the delivery of the Unemployment Insurance Program. It is also responsible for developing and promulgating policies and guidelines for the delivery of insurance services; for providing CEIC with actuarial services and advice concerning the strategy and operations of the Unemployment Insurance Program and the Government Annuities Program; and for responding to ministerial enquiries.

In addition, the group develops legislative proposals and policies pertaining to the Unemployment Insurance Premium Reduction Program, which provides for the granting and control of premium reductions to employers with qualified wage loss replacement plans. The group, moreover, represents the Commission in submitting or contesting appeals to higher courts with respect to decisions made concerning payments to individuals or the granting of premium reductions to employers.

The Insurance group defines and recommends to the Commission, objectives, goals, strategies, regulatory changes, priorities and action plans. These provide a basis for long- and short-range operational planning and a basis for measurement of performance.

Manuals

- Insurance Services Policy Manual — official EIC policies on the administration of the *Unemployment Insurance Act* and Regulations, more specifically centred on the processing of claims, the payment of benefit and other related matters such as: sharing of premium reduction, establishment and maintenance of boards of referees, assignment of benefit, interruption of postal services and union hiring halls.
- Digest of Benefit Entitlement Principles — principles (based on and derived from an analysis of applicable legislation and jurisprudence) to be applied in determining entitlement to unemployment insurance benefits. Also includes interpretative analyses of recent selected Canadian Umpire Benefits (CUB).
- Benefit Policy Circulars — used by the Benefit Policies Branch to communicate changes in policies and procedures concerning entitlement determination and appeals
- Umpire's Decisions (Canadian Umpire Benefits — CUB) — published decisions of the umpire involving entitlement to unemployment insurance benefits
- Index of Umpire Decisions — pertinent decisions handed down by umpires, the Federal Court of Canada and the Supreme Court since 1971 on entitlement to unemployment insurance benefits
- Investigation and Control Manual — policies, programs, directives and procedures governing the investigation and control of UI benefits
- Dictionary of Medical Yardsticks — a reference book used in determining the duration of incapacity for sickness benefit claims. Describes briefly some 500 illnesses or injuries, indicating the periods of incapacity.
- Premium Reduction Manual — policies, principles and procedures for processing applications for and determining entitlement to a UI premium reduction, also procedures and guidelines for auditing employers who are granted a reduction

Actuarial Services Branch

This branch provides CEIC with actuarial services and advice concerning the policy, strategy and operations of the Unemployment Insurance Program and the Government Annuities program. Advice and services are provided on an on-going basis and through specific projects of an actuarial nature; on assessing proposals in relation to predetermined objectives and criteria; through the policy development and the actual determination of minimum and maximum weekly insurable earnings, annual employer and employee premium rates, rates of premium reduction in respect of qualified wage-loss replacement plans, actuarial projections of costs and revenues under the UI accounts, actuarial determination of liability and interest credit and surplus or deficit in respect of the Government Annuities Account; reconciliation of accounts and general assistance to the Auditor General; on actuarial analyses of the financial experience of the Unemployment Insurance Account, the Annuities Account and of the mortality experience under Government Annuities; on legislative and regulatory proposals for the Government Annuities program, and the preparation of the annual report to Parliament; on the development and operation of the premium reduction appeal system. Much of the advice is required by law (the *Unemployment Insurance Act*, *Government Annuities Act* and *Government Annuities Improvement Act*).

Insurance Policy Branch

This branch, through three directorates, develops legislative proposals, policies, directives and guidelines governing the eligibility for and the payment of unemployment insurance benefits. The branch also develops and maintains an appeal system for the Commission, employers and dissatisfied claimants. Similarly, the branch develops legislative proposals and policies for granting unemployment insurance premium reductions to employers, for reviewing decisions denying a reduction and for auditing employers granted a reduction.

Policy and Legislation Development Directorate

This directorate develops policies relating to the payment of unemployment insurance benefits, the coverage and insurability of employed persons. In addition, the directorate develops the unemployment insurance legislation required for implementing these policies and processes them through the Commission, the Department of Justice and ultimately the Governor-in-Council or Parliament. The above involves the review and analysis of briefs submitted to the Commission, the preparation of discussion or position papers, and liaison with the provinces and other countries on matters impacting on unemployment insurance legislation.

The directorate also develops legislative proposals, policies and guidelines pertaining to the insurability of employment, and reviews and monitors the application of unemployment insurance legislation by Revenue Canada Taxation (RCT). It also develops policies for and administers the Supplemental Unemployment Benefit (SUB) program. Other responsibilities include the co-ordination and development of policies and procedures for the Labour Adjustment Benefit program.

Benefit Entitlement Directorate

This directorate develops and issues national policies, programs and guidelines concerning the entitlement to and the payment of unemployment insurance benefits to individuals who are unemployed and to workers who are off work due to sickness, disability, pregnancy or adoption. The directorate also prepares and distributes circulars and work instruments for use by unemployment insurance agents and provides guidance or decisions to the regions in complex cases.

The directorate also develops legislative proposals and policies pertaining to the unemployment insurance premium reduction program, develops and administers a review system for employers, and develops and maintains an audit function of employers granted a reduction.

Appeals Directorate

This directorate develops and maintains a national unemployment insurance appeal system. This includes developing and implementing national policies and programs arising from legislation and established jurisprudence. The directorate also provides all services necessary to process appeals at each level of the system, namely, the Board of Referees, the Umpire and the Federal Court of Appeal. Canadian Umpire Benefit Decisions (CUBs) are published and provided to the field for reference purposes.

Control Branch

This branch, through its four components, develops, tests and executes policies, programs and procedures for the prevention, detection and deterrence of fraud and abuse in the areas of unemployment insurance benefits. The branch also develops priorities and objectives for the various control activities and assesses overall performance in this regard.

Control Policy Directorate

This directorate reviews and develops policies and guidelines for the investigation and control of all matters relating to unemployment insurance benefits. The directorate also provides functional guidance to the regions.

Planning and Analysis Division

This division develops and maintains the overall plans and strategies and co-ordinates the various activities within the Control Branch. It develops operational guidelines, sets priorities and objectives and, by means of an information system, assesses the performance of the Control Branch. It also ensures the timely production of all documents relating to the planning and accountability process.

Control Programs Directorate

This directorate identifies, researches, develops, implements and maintains programs, strategies and guidelines to detect, deter and prevent abuse and fraud in the payment of unemployment insurance benefits. This includes computerized and non-computerized programs and systems directed at national, regional and local levels. It also develops, implements and maintains a national quality control program, an Investigation and Control Officer Training Program, an investigation and control manual, and other ancillary services necessary to the control function in the field.

The directorate also develops and maintains control programs based on the receipt of periodic reports from employers concerning the hiring or employment of workers. The directorate enters into arrangements with employers on behalf of the Commission and utilizes the data on unreported work or earnings to deter or reduce the incidence of improper benefit payments. Strategies, systems and procedures are developed and implemented as appropriate.

Insurance Services Branch

This branch is responsible for developing policies, directives and guidelines for the operational delivery of insurance activities through the Canada Employment Centres (CECs). The branch is also responsible for developing policies pertaining to the related medical advisory services for sickness and maternity claims. Other responsibilities include the monitoring and analysis of insurance services and the development and maintenance of a comprehensive tracking system.

Medical Advisory Services

This division formulates, develops and tests operating policies and develops policy guidelines related to claims for sickness and maternity benefits. The division also acts as a co-ordinating body for medical claims submitted for the attention of the medical advisors.

CANADA EMPLOYMENT AND IMMIGRATION COMMISSION AND DEPARTMENT OF EMPLOYMENT AND IMMIGRATION

Insurance Program Services Directorate

This directorate develops, tests and institutes national insurance operational policies and activities related to the claim processing cycle and related functions, such as the Record of Employment (ROE) and Employment Market Information Services. Other responsibilities include a quality control — quality assurance activity for ensuring adherence to policy directives and guidelines, the identification of the need for and the development of the necessary forms for the processing of claims, and external liaison activities to guide and advise claimant, union and industrial groups.

Insurance Management Services Directorate

This directorate monitors and assesses the efficiency and effectiveness of those operational policies, projects and activities associated with the delivery of insurance services, including activities of quality control and assurance and those affecting the speed and quality of service. The directorate also measures, analyzes and forecasts operational performance and plans the co-ordinated introduction of improvement initiatives.

Comprehensive Tracking System

This directorate provides timely, accurate and comprehensive information and analysis to management on overpayments, underpayments, programs and activities, permitting management to monitor and track changes on a continuous basis.

Insurance Claimant Services Directorate

This Directorate provides management with program initiatives, attendant directives and guidelines that focus on claimant services. The Directorate also has functions in various areas related to employment, to ensure that developmental activities which have an impact on claimant service are addressed from the perspective of unemployment insurance.

Canadian Jobs Strategy

This group, replacing the former Labour Market Development Group, designs and administers programs to improve employment opportunities in the Canadian labour market. Programs, either operated directly by the group or purchased from provincial governments through negotiated agreement, deal with skills training; apprenticeship courses; technical or financial assistance; community-based employment incentives; and job creation schemes for student, adult, community or disadvantaged workers.

The Canadian Jobs Strategy announced at the First Ministers Conference in February 1985 is founded on five basic principles:

- training and job creation must be economic in orientation with an emphasis on small business and support entrepreneurship;
- programming that is innovative, flexible and responsive to regional and local needs;
- a recognition that responsibility for training and employment development has to be shared between governments and the private sector;
- a commitment to equality of access to training and employment development programs;
- programs that are simple, understandable and avoid wasteful duplication.

These principles take shape through six major new thrusts which are the cornerstone of federal policy for job creation and training:

- Skill Investment: to enable workers to obtain new skills in response to changing technology;
- Job Entry: to help young people and women enter the labour market successfully;
- Job Development: to provide those unemployed for a long time with new opportunities in the labour market, with private sector support whenever possible;
- Skill Shortages: to encourage training in areas of critical occupational shortages, when these exist;
- Community Futures: to extend new opportunities to workers in declining communities through community action, training and mobility; and
- Innovations: to stimulate innovation, pilot programs, and experimentation by the private sector, the provinces and their educational institutions.

Targets and means of monitoring are established to ensure the equitable participation by women in all labour market programs. There are also special approaches tailored to the needs of individuals with employment disadvantages, and to the special needs of Canada's aboriginal peoples.

Manuals

- Employment Manual (EA) — five volumes in fifty chapters, covering the following: legislative component, including the *Unemployment Insurance Act*, Part VII; the National Employment Service Regulations; excerpts from the *Canadian Human Rights Act* and the *National Training Act* and Regulations; labour market information, including Canadian Classification and Dictionary of Occupations, occupational shortages survey, layoff reporting system, industrial disputes, and policies and procedures relating to the recruitment of foreign workers; guidelines, policies, procedures, documentation requirements and agreements relating to various types of national training programs; information, guidelines, terms and conditions of agreements relating to various types of employment development programs at the community level.
- Federal-Provincial Training Agreements — guidelines relating to the negotiation and administration of federal-provincial training agreements, for regional office use
- Operations Guide — Canada Works
- Operations Guide — Job Corps
- Operations Guide — Local Employment Assistance and Development Program

Skill Investment Program

This Program develops and implements national plans, policies and procedures to help employed workers to plan in advance for change. Employees can train for the future before their existing skills become obsolete. For individual workers it is a chance to get skills they need for continuing employment. For employers it is a practical way to avoid laying-off adaptable, capable employees during times of change.

On- and off-the-job training can be combined with work experience, and federal funding will give workers and employers stable financial support for up to three years of training.

Job Entry Program

The Job Entry Progam develops and implements national plans, policies and procedures to help young people and women who are having difficulty making the transition to the labour market. It also prepares secondary and post-secondary students for future labour market participation. It is comprised of five options: Entry, Re-Entry, Co-operative Education, Direct Purchase of Institutional Training and Challenge '86.(As of September 5, 1985, the Youth Training Option was subsumed by the Job Entry Program.)

The Program specifically addresses the needs of unemployed youth who have attained the legal school-leaving age and have been out of school for at least three months. Priority is accorded to those without a secondary school diploma. Participants receive between 26 to 52 weeks of on- and off-the-job training and direct work experience. The Program helps women who wish to enter or re-enter the labour force after having been primarily engaged in homemaking activities during at least three years. Participants receive between 16 to 52 weeks of on- and off-the-job training and direct work experience. While on training, participants in Entry and Re-entry programs receive a training allowance or, if eligible, unemployment insurance benefits, whichever is greater. Supplementary allowances are also available for dependant care, commuting, living-away-from-home and travel. The Job Entry Program utilizes the expertise of co-ordinators who, under contract with CEIC, develop and implement Entry and Re-entry option training plans, recruit and assess participants, monitor their progress and arrange for on-site training with training place hosts which are businesses and organizations willing to provide participants with direct work experience.

The Co-operative Education option is designed to provide secondary and post-secondary students with work experience integrated and related to their field of study. The objective of Co-operative Education is to provide students with the necessary preparation to enter the labour force once their studies are completed. Secondary school boards and post-secondary institutions will be co-ordinating projects under this option.

The Direct Purchase option of the Job Entry Program provides institutional training to enable unemployed youth and women re-entering the job market to meet the need for skills, and increased earnings and employability. Participants in the Language Training Program include immigrants, interprovincial migrants and natives who are not fluent in either official language. Participants in the Direct Purchase option receive the same income support and supplementary allowances as participants in the Entry and Re-entry options. CEIC purchases institutional training directly from educational institutions.

Job Development Program

This Program develops and implements national plans, policies and procedures to provide training and work experience for Canadians who have been unemployed for a long time.

The Job Development Program focusses on individual needs and improved long-term employment prospects in the context of local economic growth and potential.It assists those people unemployed for a long time (defined as those who have been jobless but willing to work for at least 24 out of the last 30 weeks), including individuals with serious barriers to employment.

The Program offers employers wage subsidies and other contributions to hire and train individuals to meet the changing needs of the marketplace. Businesses, organizations, groups, municipalities, individuals and school boards can all act as employers.

The Job Development Program encourages joint federal and provincial/territorial programming. Through decentralized program delivery, along with the co-operation of local consultative bodies, job development projects will emphasize local and regional needs, opportunities and priorities.

Skill Shortages Program

Program personnel develop and implement national plans, policies and procedures whereby employers may be assisted financially for up to three years to train workers in occupations which have been designated either regionally or nationally as having an existing or potential skill shortage. Occupational skills shortages are defined by EIC following consultations with provincial officials and representatives of business, labour and community organizations.

An employer can train current employees or ask the Canada Employment Centre to refer qualified candidates who can be hired and trained. Assistance is available for both on- and off-the-job training and for both full- and part-time training.

Under the Program, employers are partially reimbursed for wages paid to a worker who is being trained. Reimbursements cover 60 percent of wages during off-the-job training and 25 percent during on-the-job training, up to $350 per week. In addition, the program covers all of the employer's eligible direct training costs, up to $30 per day for each trainee plus 50 percent of the cost exceeding $30.

Employers are encouraged to develop their own training plans and may be reimbursed for up to four percent of direct training costs for expert assistance in the area. Those who require special equipment or structural renovations to the workplace to hire disabled persons can also receive up to $10 000 to defray costs.

If industry cannot train a sufficient number of workers in certain skills to meet anticipated needs, the federal government will arrange training for unemployed workers through community colleges and other institutions.

Innovations Program

This Program develops and implements national plans, policies, and procedures for the Innovations Program within EIC, and is the first program to provide financial assistance for pilot and demonstration projects which test new solutions to labour market problems. The emphasis is on creativity, and a wide range of good ideas will be considered for funding. There are no rigid eligibility requirements and proposals from all sectors are encouraged. Proposals may address regional concerns or labour market problems that are national in scope. They can touch, in a new way, existing programs — perhaps sending them off in an unexpected direction — or open new territory.

Proposals should show potential for generating lasting improvements in the labour market. The overriding criteria are creativity and innovation— initiatives must offer something new and different aimed at generating real change to the labour market. The Innovations Program is designed to be as flexible as possible to encourage all kinds of new ideas, approaches and activities related directly to labour market concerns. Those that address employment equity concerns will be given particular attention. Approved initiatives will receive financial support, generally in the form of contributions on a cost-shared basis. Some projects may receive multi-year funding.

Community Futures Program

This Program encourages community and private sector initiative and commitment. It focusses on assisting communities to adjust to structural and economic change by planning for productive uses of the community labour force and maintaining and increasing local employment opportunities. This Program is expected to address more effectively the special needs of communities experiencing extraordinarily high unemployment and/or faced with major employment losses as a result of substantial lay-offs in their major industries. It encompasses a total of five options that may be selected to address and support the collective commitment.

Under the Community Futures Program a selected community will be eligible to set up a Community Futures Committee, made up of representatives from relevant interest groups from within the community. This committee will involve the private sector and all levels of government in the assessment of the community's problems and in the design of suitable remedies. In addition to determining which options would best meet the needs of the community, the Committee will also recommend the implementation of other government programs that can supplement and support the initiatives of their community and the private sector.

Under the Community Futures Program grants will be made available to individuals in selected communities to assist workers to become self-employed. In compensation for unemployment insurance or welfare benefits otherwise received, this allowance will provide support for a period of one year, while the new business begins to generate income. These grants are conditional in individuals investing a significant amount of personal equity in the proposed venture.

Challenge '86

Challenge '86, the Government of Canada's student employment program develops and implements national plans, policies and procedures for summer employment for students. Summer employment plays an important role in the student's transition from the world of school to the world of work. It introduces and develops skills that will be needed by our future work force — skills best developed by exposure to real jobs in the real world.

This program calls on businesses, non-profit organizations and provincial and municipal governments to help create incremental summer employment. The Summer Employment/Experience Development (SEED) component invites employers from all sectors to create summer jobs which will give students practical on-the-job experience or will relate to a possible future career. Challenge '86 also provides assistance to students seeking entrepreneurial experience through the Student Business Loan (SBL) component.

The Work Orientation Workshop (WOW) component provides a developmental learning experience to disadvantaged students as well as those who might be potential drop-outs so that they can decide upon and test their future labour market participation requirements.

Challenge '86 is harmonized with provincial/territorial student employment programs to create as many meaningful jobs as possible for students.

EMPLOYMENT SERVICES

This group develops and disseminates policies, guidelines and procedures for the delivery of employment services to regional and field offices. It provides programs, services and information to workers, employers, industries and other designated persons or groups, in order to promote the efficient functioning of the Canadian labour market. The group also develops and promulgates policies, guidelines and procedures to meet the needs of particular client groups such as women, natives, youth, disabled persons, visible minorities and other individuals who are considered disadvantaged. Other responsibilities include monitoring and analyzing all such services offered by CEIC, and responding to ministerial enquiries.

Manuals

- Employment Manual (EA) — policies, procedures and guidelines for all employment services offered by CEIC

Employment Operational Services Branch

This branch is responsible for the uniform application of employment programs delivered through the Canada Employment Centres (CECs). The branch is also responsible for developing program policies pertaining to the placement service, mobility, and national job clearance activity. Other responsibilities include the issuance of directives and the control of the Employment Manual.

Operational Services Directorate

This directorate develops operational policies and guidelines for the delivery of employment services and programs to employers and workers through the Canada Employment Centre. The directorate provides guidance on the impact of federal and provincial Human Rights legislation on the Canada Employment Centre's placement services. In addition, it acts as a focal point for advice and the resolution of operational problems, and operates the National Job Bank (NJB). The NJB, a computerized clearance system, provides the means for workers to find suitable jobs, and employers to find suitable workers in geographical areas across the country, when workers or jobs are not available locally. The NJB control centre is located in Hull, Québec. Job information is available through Canada Employment Centres.

Mobility Directorate

This directorate designs and administers the Canada Mobility Program (CMP) which provides financial assistance for unemployed workers who move to geographical areas where jobs are available.

Outreach Program

This program provides personalized employment-related services to persons not able to benefit effectively from services offered by the Canada Employment Centres. CEIC financially assists Outreach projects by entering into contract with community based, non-profit organizations to sponsor projects.

Worker Services Branch

This branch develops employment policies and program and strategy proposals. It ensures the effective implementation of special government policies and strategies designed to promote equal access to employment and to employment services and programs for Canadians generally and recommends policy changes that will benefit visible minorities, youth, natives, women, disabled persons, special-needs clients and members of other special groups. The branch also maintains liaison with government and non-government bodies on matters pertaining to the pursuit of equality in employment, and provides functional advice and guidance to the regions to develop policies, methods and materials for employment counselling and testing.

Employment Counselling Development

This directorate develops policies, methods and materials for the counselling and testing of Canadians with regard to employment; develops training programs for CEIC staff who deal with worker clients; administers the Diagnostic Program and participates in the development of the Employment Services Monitoring System (ESMS).

Youth Employment Directorate

This directorate develops employment policy and program proposals and options and strategies with respect to youth in the 15 to 24 age group. Youth program policies on the following have been developed for implementation: Canada Employment Centres for Students; Canada Employment Centres on Campus; Services to Secondary School Students; International Student and Young Worker Exchange Movements; Specialized Youth Units and Co-operative Education. The directorate also maintains liaison with government and non-government bodies on matters concerning youth and provides technical advice and guidance to the regions.

Native Employment Directorate

This directorate develops employment policies, proposals, and strategies to reduce the high rate of native unemployment. The directorate also maintains liaison with government and non-government bodies on matters concerning native employment, provides functional guidance to the regions and administers the Native Internship Program.

Women's Employment Directorate

This directorate is the focal point for all employment activities of the Commission that are designed to improve the employment situation of women. Besides providing guidance and advice to the regions and initiating ongoing liaison with client groups, women's organizations, unions, government departments and agencies, the directorate reviews Commission policies, activities, procedures and legislation and recommends appropriate changes to achieve the efficient, effective and equitable participation of women in the labour market.

Disabled Persons Employment Directorate

This directorate develops and implements policies and programs aimed at ensuring the full and equitable participation of disabled persons in the Canadian labour force.

Special-Needs Clients Division

This division develops national strategies and formulates policy options in regard to CEIC employment activities and placement services designed to improve the employment situation and raise the level of employability of those persons identified as requiring extensive, above-average intervention by Canada Employment Centre counsellors and by improving the employment barriers of such special groups as older workers, ex-offenders and welfare recipients.

Visible Minority Task Group

The Task Group is the focal point for all EIC employment-related activities concerning visible minorities. It is responsible for reviewing and monitoring Commission policies and programs to ensure equitable participation of visible minorities in the Canadian labour force. In the course of performing these responsibilities, the Task Group gives functional guidance to the regions.

Occupational and Career Information Branch (OCIB)

This Branch develops and produces a variety of national occupational information systems, classifications, and standards for the legislative initiatives and operations of CEIC as well as other federal departments, provincial/territorial governments, and the private and public sectors of the labour market. Publications in support of the above include the series on Occupational Trade Analyses, analysis of information concerning occupations, trades, crafts and professions; and the Canadian Classification and Dictionary of Occupations (CCDO): a systematic classification structure in which all occupations are categorized.

Additionally, the Branch develops and provides career information systems and instruments for CEC employment counselling and delivery of service particularly for special needs groups. Current systems include CHOICES and COMPASS.

Employment Equity Branch

The Employment Equity Branch (formerly the Special Groups and Affirmative Action Branch) is being reorganized. It develops employment policies, program and strategy proposals, and ensures the effective implementation of employment equity by employers bound by legislation to implement it, and employers covered by government contracting policy as well as those not covered but who have agreed to implement employment equity as a matter of company policy. The Branch provides information kits designed to meet the special needs of the approximately 1 500 employers covered by the programs, assesses compliance with the criteria signed by employers, and prepares an annual report for tabling in Parliament on the status of employment equity programs under the legislation. As well, the Branch provides functional guidance, training and advice to employment equity consultants in the regions.

Employment Equity Consultative Services Directorate

This Directorate provides free consultative services to assist in the implementation of employment equity. Assistance is provided to private sector employers in all regions of Canada whether they are covered by mandatory programs or not. The Directorate co-ordinates the delivery of information and marketing of Employment Equity to employers, unions and designated group associations, as well as the delivery of consulting services through headquarters staff and a network of regionally based employment equity consultants. Consultative Services provides technical advice and assistance to organizations committed to the development of employment equity plans. Employment equity is a process which uses organizational management techniques to achieve equality in the workplace and to correct the conditions of disadvantage in employment experienced by members of designated groups. Women, persons with disabilities, aboriginal peoples and visible minorities are designated groups because they encounter lower wages, higher rates of unemployment and low occupational status more often than other individuals or groups.

Services are provided to employers covered by the Federal Contractors Program, employment equity legislation, as well as any company or organization seeking technical assistance or information.

Technical Services Directorate

This Directorate is the repository of a major computerized availability data base on the designated groups under employment equity. Information from this base will be made available to some 1 200 private sector companies plus Crown corporations.

Employment Services Planning and Analysis Branch

This branch monitors and assesses the efficiency and effectiveness of those operational policies, projects and programs associated with the delivery of employment services, including programs affecting the speed and quality of service. The branch also measures, analyzes and forecasts operational performance and, on behalf of the Employment Services Group, co-ordinates all activities relating to the planning and accountability process.

Labour Market Services Branch

This Branch assists in developing productive utilization of the Canadian labour force, operating at the leading edge of the labour market by using an industrial sector approach. It encourages and assists private industry to undertake human resource planning, and to assume greater responsibility for developing and training workers to meet private industry's human resource needs. It ensures that, in the development of policies and programs of other governmental agencies, consideration is given to impacts on the labour market. The Branch ensures that labour market aspects of the immigration program reflect the needs of the labour market. The Branch, using its industrial sector networks, plays a lead role in marketing CEIC programs and services, including the Canadian Jobs Strategy, in a co-ordinated manner to private industry, and promotes measures to ensure equity in employment in private industry.

Within a revitalized National Employment Service, the Branch assists and provides functional guidance to regions to improve the management of services to employers, ensures that Canada Employment Centres (CEC) staff receive appropriate training to deal with employer clients, and determines policies, priorities and processes for intervention in local, regional and national labour markets. The Branch maintains an industrial intelligence system which advises the Minister, corporate, functional and regional management of all sectoral or major industrial developments which may require appropriate Commission policy, program and/or service responses.

The Branch manages the Industrial Adjustment Service which assists management and labour to deal jointly with worker adjustment problems arising from structural, technological and economic change. It administers the Canada Agriculture Employment Programs designed to achieve optimum utilization of Canada's human resources for the agricultural labour market. The Branch works with the senior management and working levels of major employers, national employer associations and unions, major industrial projects, professional associations, other key business and labour organizations, other federal departments and agencies, provincial, territorial and foreign governments.

The Branch is EIC's representative on the Construction Industry Development Council and some 30 other private sector committees. It publishes the Monthly Lay-Off Report.

Industrial Adjustment Service Directorate

The Industrial Adjustment Service encourages joint action by employers and their employees to deal with worker adjustment problems within their establishments. Incentives are made available to encourage employers to work with their employees to devise internal remedies for worker dislocations due to technological and other industrial changes including mass lay-offs. Joint consultative committees of management and labour are set up with the assistance of EIC. The Directorate administers Human Resource Planning Policies. Human resource planning ensures that the private sector, both management and labour, identifies its future labour requirements as well as develops and implements measures necessary to meet its immediate and long-term labour needs. The Directorate develops and administers the Foreign Worker Policy. Foreign workers supplement Canada's labour force when there is a need to meet necessary demographic, economic and social objectives.

Employer Services Directorate

This Directorate develops policies, guidelines and programs for the management of Services to Employers in Canada Employment Centres (CECs). It develops and implements a competency-based training program for CEC staff who deal with employer clients. The Directorate has developed performance measurements for CEC service to employer functions and the Local Marketing Plan which allows CECs to plan involvements in the local labour market. The Directorate has also developed programs supporting small business, which constitutes 90 percent of CEC employer clients, such as, training for the Small Business Initiative, launched by CEIC in January, 1985.

Industrial Sector Directorates

The Labour Market Services Branch includes three human resource planning Directorates organized along sectoral lines, namely: Energy, Construction and Agriculture; Manufacturing; and, Resources and Services.

These Directorates encourage organizations to integrate human resource planning with their overall corporate planning process and assists them, as required, through application of an array of CEIC programs and services.

Human resource planning ensures that private industry, both management and labour, identifies its future labour requirements as well as develops and implements measures necessary to meet its immediate and long-term labour needs. Industrial consultants in the Branch and regions maintain liaison with national and provincial employer associations, unions and other government departments responsible for economic development. They collect and analyze industrial employment information with emphasis on industrial occupational trends having a bearing on EIC's operations.

Energy, Construction and Agriculture Directorate

This Directorate encourages and assists energy, construction and agricultural industry employers and unions to plan for future labour requirements and to make more productive use of the existing labour force; consults and negotiates with agricultural organizations, foreign governments, federal and provincial authorities, providing policy input on other federal programs applicable to the agricultural industry; and administers the Canada Farm Labour Pools, Local Agriculture Employment Boards, Federal-Provincial Agricultural Employment Agreements, European Student Tobacco Worker Program, the Caribbean and Mexican Seasonal Agricultural Worker Programs, the Canadian Rural Transition Program and the Travel Assistance for Seasonal Agricultural Worker Programs.

The Directorate ensures that linkages exist between economic and human resource development in the policy and programs of federal and provincial departments, for example, by causing human resource considerations to be included in the Economic and Regional Development Agreements (ERDA's) with provinces and territories. The Directorate co-ordinates EIC Northern activities, represents EIC on the federal/territorial Senior Policy Committee, Northern Resource Development, and administers the Canada/NWT ERDA programs Options North and Business Management Development.

Resources and Services Directorate

The Directorate pursues the dual objectives of improved human resource planning and more effective management of labour adjustment problems. With these objectives in view, the Directorate assists employers and unions in the resources and services sectors to plan for future labour requirements and to make more productive use of the existing labour force. It assists other federal departments in developing economic, industrial and regional development resource and service industry policies for the labour market. The Directorate is responsible for CEIC's liaison with Investment Canada on labour market issues.

Manufacturing Directorate

This Directorate assists employers and unions of manufacturing industries to plan for future labour requirements. The Directorate represents CEIC on the Procurement Review Committee which was set up to maximize the socio-economic benefits (increase investment, production employment and transfer of technology) to be obtained from large federal government procurement activities. CEIC is consulted on all cases in excess of $2 million dollars, some 150 cases a year.

SYSTEMS AND PROCEDURES

This group develops and executes policies, plans and programs for an integrated clerical, manual and electronic data processing (EDP) system to deliver CEIC's services. EDP services are provided at national headquarters and, with the functional guidance of the group, at EDP facilities in the regions. Other responsibilities include a management advisory service, a forms development and design service and an administrative support unit to monitor financial transactions and liaise with Finance and Administration and Personnel on administrative matters.

Manuals

- Benefit Manual — procedures for processing initial, renewal and revised claims for unemployment insurance benefits
- Manual Pay System — procedures for processing non-automated payments of unemployment insurance benefits
- On-line Manuals — provides claimant, unemployment insurance benefits and overpayment information through computer terminals in regional offices and selected Canada Employment Centres and gives job information, employers, job seekers and referrals to employment through terminals in selected Canada Employment Centres
- Regional Computer Centre (RCC) Manual — processes to effect payment of unemployment insurance claims.

Employment and Benefit Systems Branch

This branch develops, tests and implements EDP systems supporting the employment development and employment training programs, placement services offered by Canada Employment Centres, and the unemployment insurance benefit program which produces unemployment insurance payments, overpayment reports, T4U/TP4Us, and financial and statistical reports. It also develops and implements clerical procedures for processing claims for benefits in local offices and regional computer centres. Other responsibilities include developing and maintaining computer systems to detect and prevent fraud and abuse, designing and implementing CEIC's micrographic system.

Information Systems Branch

This branch designs and implements advanced EDP systems to support CEIC's long-range programs. It also develops, implements and maintains EDP systems supporting the social insurance number, Canadian Government Annuities and immigration programs, and information systems to assist management in finance, personnel, administration and operational performance. Other responsibilities include designing and acquiring computer hardware, software and data communication needs; obtaining the related servicing requirements; developing and executing EDP policy, systems and standards; providing technical guidance.

Computer Operations Directorate

This directorate develops policies, standards and procedures dealing with the operational processes and the security of all electronic data processing (EDP) installations in CEIC. It also evaluates the effectiveness of EDP and associated operations. Other major responsibilities include managing the EDP installation at national headquarters, national support of production software/hardware, and computer site design and engineering support.

Management Advisory Services Directorate

This directorate provides an in-house management consulting service to national headquarters and the regions in such fields as project management, organization analysis, work simplification, network planning and analysis, systems feasibility, systems analysis, design and development, systems and procedures implementation. It also administers CEIC's Forms Management program, which affects some 7,000 forms.

NATIONAL SERVICES

This directorate, reporting to the New Brunswick region, administers the Social Insurance Number (SIN) Program, the Canadian Government Annuities program and the Unemployment Insurance Premium Reduction Program. Its activities include the operational aspect of these programs and the identification of areas requiring the development of legislative proposals, policies and guidelines.

Records for the above program are located at

National Services Directorate
Canada Employment and Immigration Commission
P.O. Box 6000
Bathurst, New Brunswick
E2A 4S9

Central Index

The SIN Program provides for the control and issuance of SINs to Canadian citizens, permanent residents, individuals who are neither Canadian citizens nor permanent residents, and for the confirmation of SIN information for certain government departments. Applications for SINs can be made at any Canada Employment Centre or Canada Immigration Centre, or be mailed to Central Index, P.O. Box 7000, Bathurst, New Brunswick, E2A 4T1.

Other responsibilities include the preparation of Record of Employment (ROE) documents for microfilming and computer indexing, and the maintenance of the ROE information bank; processing enquiries on the T4U/TP4Us (statements of unemployment insurance benefits paid and income tax deducted), which are issued annually.

Manuals

- Central Index Manual — instructions for processing SIN applications, Record of Employment (ROE) forms and tax enquiries (T4U/TP4Us)
- Handbook on SIN Registration — procedures for handling SIN applications in Canada Employment Centres and Canada Immigration Centres

Annuities Division

The Canadian Government Annuities program services over 240,000 annuity contracts owned by persons who bought them as private individuals or through pension fund contributions. Of these, about 150,000 are presently in payment; the rest are deferred and will mature at dates ranging from the present to about the year 2035.

Manuals

- Annuities Manual — procedures for the administration of Canadian Government annuities

Employer Registration Division

The division develops operational guidelines pertaining to the Unemployment Insurance Premium Reduction Program and determines entitlement to such reductions by employers with qualified salary replacement plans.

Manuals

- Premium Reduction Manual — procedures for processing applications for, and determining entitlement to, an unemployment insurance premium reduction

THE DEPARTMENT

PUBLIC AFFAIRS BRANCH

This branch, composed of four directorates and a support services section, is responsible for all promotion, information, publishing, advertising and media relations on behalf of the Commission. These activities assist the directorates of Corporate Affairs, Canadian Jobs Strategy and Employment Services Information, and Immigration and Unemployment Insurance Information in fostering public awareness of the Commission's programs and services.

Corporate Affairs

This directorate is responsible for developing strategic communications planning within the Commission, research and evaluation, internal and external liaison, and managing corporate communications programs. These activities are carried out with the overall objective of promoting departmental policies, programs and services on a national basis and in response to major client's needs.

Canadian Jobs Strategy and Employment Services Information

This directorate is charged with planning and carrying out communications in support of the Canadian Jobs Strategy and related employment services. Specifically, it is responsible for providing information on the Canadian jobs strategy programs, employment equity principles and policies, local advisory councils and developments in the employment services. These activities are carried out in order to increase public awareness, inform special target groups and motivate key economic sectors to act in a way that will lead to beneficial adjustments to the labour market.

Immigration and Unemployment Insurance Information

This directorate determines communication strategies in support of the Unemployment Insurance program and Immigration policy. It is responsible for co-ordinating information to unemployment insurance claimants, immigrants and employers, in order to enhance public awareness and inform special target groups of their rights and obligations under the *Unemployment Insurance Act* and Regulations, and the *Immigration Act* and Regulations.

Information Services

This directorate is responsible for the design, production and dissemination of all information material for the Commission. Specifically, it handles advertising, direct mail, media monitoring, publications, graphic design, distribution, photography, sound recording, exhibits and special events, and provides technical support to the Commission's operational programs. This directorate also provides English and French language writing services and operates a central word processing unit.

STRATEGIC POLICY AND PLANNING

This group examines CEIC policies and programs relative to their objectives. Oriented strategically, Strategic Policy and Planning analyzes current and projected labour market demands, resources (namely domestic and foreign labour, students and immigrants) available to satisfy them, and identifies and develops policies alleviating imbalances. It is also responsible for studying paid educational leave as a system of manpower planning aimed at promoting economic expansion and social justice.

Labour Market Outlook and Structural Analysis Branch

This branch assists in the development of new strategies to match the supply of labour with demand. It also works towards the creation of a broader planning base for decision-making by incorporating more comprehensive data in its projections and assessments of occupational supply and demand in the medium- to long-term. In addition, the branch assists directly in the development of new policy proposals designed to enhance the supportive interrelationship among Commission programs, policies and services to ensure that the Commission is more effective in dealing with present and future challenges in the labour market. It is also responsible for the implementation of the Canadian Occupational Projection System (COPS).

Planning Branch

This branch integrates a number of key elements involved in the initiation and development of a strategic policy framework for CEIC. These include long-term planning, mid-term corporate planning and the development of integrated sources of data for analysis; liaison with a network of regional economists; and linkages with international bodies such as the Organization for Economic Co-operation and Development (OECD).

Program Evaluation Branch

This branch develops and implements a comprehensive strategy for evaluating CEIC programs.

Policy and Program Analysis Branch

This branch analyzes labour market conditions and identifies program implications; develops proposals for modifications in policies and programs; and prepares ministerial and senior management briefings on labour market and related policy issues.

Unemployment Insurance Analysis Directorate

This directorate conducts ongoing analyses of the economic and labour market effects of the Unemployment Insurance Program and provides policy advice based on those analyses.

Employment Analysis Directorate

This directorate has responsibility for policy and program development and the in-depth analysis of the labour market. These analyses include human resource development and employment creation.

Briefing and Current Analysis Division

This division has responsibility for a comprehensive program of analysis and dissemination of information on national market conditions, as well as for a review of all Cabinet documents originating in other departments, preparation of briefing material for senior management and preparation of ministerial correspondence on labour market policy.

CANADA EMPLOYMENT AND IMMIGRATION COMMISSION AND DEPARTMENT OF EMPLOYMENT AND IMMIGRATION

Classes of Records

The Commission

EIC/IAB-005
Internal Audit
Description: Information available on policies and procedures relating to audit plans. *Topics:* Guidelines for evaluating financial and human resources operational systems; long range audit plans; assessments of materiality, risks and other operational concerns; objectives of individual audit assignments; types of audits conducted; special audits requested by management covering unemployment insurance, employment services, Canadian jobs strategy, immigration, systems and procedures and such internal support function areas as financial, administrative and personnel services.

EIC/IAB-010
Working Papers
Description: Support and reference documents used by auditors in compiling audit reports. *Topics:* Procedures and guidelines for conducting an audit; tests performed, such as predetermined questionnaire format and content; information obtained from audits, and conclusions and recommendations.

EIC/IAB-015
National Audits
Description: Policies, procedures and guidelines for conducting national audits. *Topics:* Control and assessment reports on public property revenues; expenditure reports on unemployment insurance, employment services, immigration, Canadian jobs strategy, special programs and internal financial, administrative and other support services; efficiency and effectiveness reports on all operational and financial procedures.

EIC/IAB-020
Regional Audits
Description: Policies, procedures and guidelines relating to regional audits. *Topics:* Control and assessment reports of program and service delivery through local offices, including reception and enquiries services, social insurance number applications and processing of unemployment insurance claims, as well as reports on the recruitment, selection, enforcement, exclusion and removal processes conducted by Canada Immigration Centre officers.

EIC/SEC-025
Secretariat
Description: Correspondence and policy on general activities. *Topics:* Enquiries on public rights management; policies governing corporate strategies, international relations and federal-provincial liaison; committee reports and minutes of meetings; association briefs, cabinet submissions and institutionally produced papers; proposals on corporate policy formulation, security and emergency planning, philosophy of management and quality of service; minutes of Commission decisions and records of decisions of Executive Committee meetings; administration of the Secretariat.

EIC/SEC-030
Executive Management Services
Description: Policy, correspondence and documentation concerning corporate strategy and planning activities. *Topics:* Policy, background and legislation documents, agreements; Orders-in-Council; Commission documents, procedures for regular amendments and submissions to the Governor in Council; reports, minutes, records of deliberations; corporate level briefings, committee meetings, agendas, times and decisions (policy, administrative and management).

EIC/SEC-035
Intergovernmental Affairs — External Liaison
Description: Information on social and employment legislation; policy and guidelines on federal-provincial co-ordination. *Topics:* Enquiries on federal-provincial relations; agreements negotiated in connection with immigration or employment policies; reports and briefs of parliamentary committees, government task forces and public associations affecting the interpretation of legislation or a variety of social issues; background on international and federal-provincial relations, and descriptions of decisions made.

EIC/SEC-040
Access to Information and Privacy
Description: Policy and guidelines on Access and Privacy; statistical and personal information provided by enquirers in their access requests. *Topics:* Policies and procedures for each component of the legislation; background on legal interpretations of access rights; individual case files; statistical data on requests and complaints; documents concerning jurisprudence and records of policy decisions made by the Information and Privacy Commissioners; appeals and decisions; CEIC policies, procedures and measures encouraging access generally; administrative costs of public rights management.

EIC/SEC-045
Human Rights
Description: Information on policies, guidelines, complaints and other human rights matters. *Topics:* Policies and procedures relating to implementation of legislation; reports on the human rights field; background information relating to complaint activities; individual cases.

EIC/SEC-050
Emergency Planning
Description: Information on legislation, policy, correspondence and contingency plans relating to emergencies, whether local, regional, national or international, that affect CEIC peacetime operations and its National Emergency Agency for Human Resources (NEAHR) role. *Topics:* Policy, legislation, publications and manuals concerning peacetime planning, war measures (as outlined in the *War Measures Act*), and administration of emergency planning organizations; committee reports, briefs, submissions and action plans on international or interdepartmental liaison and action; regional contingency plans in the event of flood, famine, war or other disasters; references for other departments' emergency plans, their committees and agencies; NATO liaison and wartime planning; specific plans for earthquakes, nuclear incidents, oil spills, terrorism and strikes; training courses and civil and military exercises; administration of NEAHR.

EIC/SEC-055
Security Planning and Co-ordination
Description: Policy guidelines and general correspondence on security and co-operation with the RCMP. *Topics:* Policies and procedures on personnel, physical, communications, EDP and administrative security; RCMP-CEIC co-operation; handling of immigration files at headquarters; Security Co-ordination Committee; minutes of meetings; briefs, reports, plans.

EIC/SEC-060 *Formerly Identified as:* EIC/COR-060
Corporate Initiatives
Description: Information on strategy, philosophy, policy and projects. *Topics:* Policy and correspondence on special projects, such as quality of service, action plans, strategies and parliamentary or cabinet documents; organization, mandate and administration of task forces, external public surveys and statistical results; philosophy and position papers from government and the private sector; applications of improvement strategies; indexes of government services, programs and listings in telephone directories; private sector handbooks, management texts and service pamphlets.

CANADA EMPLOYMENT AND IMMIGRATION COMMISSION AND DEPARTMENT OF EMPLOYMENT AND IMMIGRATION

EIC/IMM-065
General
Description: Policy and correspondence on general immigration and demographic activities. *Topics:* Enquiries on adopting foreign children, such as refugees or orphans; refugee status and permanent residence requested by foreign nationals in Canada who wish to remain for political, ideological, economic and/or social reasons; bonds or security deposits for visitors by "guarantors" such as transportation companies, churches or relatives; association briefs and submissions, including suggestions and proposals for amending immigration policies or procedures; federal-provincial relations regarding immigration policies and procedures, such as reciprocal agreements, exchange of information or amendments to policies and procedures; Minister's permits authorizing the entry to Canada of persons who wish to immigrate but who do not qualify under normal selection criteria; comments or questions from individuals and/or associations on the application of the *Immigration Act* and Regulations; tracing of individuals, including requests from individuals or organizations seeking to locate persons who have immigrated to Canada.

EIC/IMM-070
Identification and Travel Documents
Description: Documents required to identify and admit persons who want to enter Canada. *Topics:* Description of regulations concerning identification and travel documents (such as passports, visas, crew lists and manifests, identification documents, immigration forms IMM-1000); and standards and procedures governing the validation or endorsement of such documents.

EIC/IMM-075
Enforcement
Description: General correspondence relating to enforcement activities. *Topics:* Policies and procedures concerning arrest or detention of persons in violation of the *Immigration Act* and Regulations; escapes from custody by those detained or arrested; co-operation amongst law enforcement agencies on immigration enforcement prosecutions under the Act and Regulations.

EIC/IMM-080
Exclusion and Removal
Description: Information on the policy and correspondence relating to the examination of persons refused entry to Canada or ordered to be removed. *Topics:* Adjudications on the conduct of immigration enquiries; discussion of appeals and litigation submitted to the Immigration Appeal Board and Federal Courts of Canada; Enforcement Information Index: ("Lookout Index") for alerting examining officers of "undesirables" who might seek entry to Canada or, once here, seek to remain; definition of inadmissible classes of immigrants considered potential threats to the health and safety of Canadians; background material regarding immigration enquiries; matters relating to the Special Advisory Board, such as the examination of criminal intelligence reports concerning immigrants involved in criminal or subversive activities.

EIC/IMM-085
Transportation
Description: Information on the transportation of immigrants to, from or within Canada. *Topics:* Transportation by air, land or sea; companies' obligations for the provision of examination facilities; payment of detention, removal and medical costs; deposit of security bonds for persons conveyed in companies' vehicles; responsibilities and regulations of travel agencies. *Retrievability:* Files are arranged by subject, company, committee or organization.

EIC/IMM-090
Special Events
Description: Information on examination, admission and control of persons seeking temporary entry to attend or participate in special events taking place in Canada. *Topics:* Policies and procedures on special events generally; championships and contests; the Commonwealth Games; expositions; the Olympic Games.

EIC/IMM-095
Examination
Description: Information on the conduct of immigrant examinations and the interpretation of customs regulations. *Topics:* Policies and procedures relating to the examination of potential immigrants and other persons seeking entry to Canada; activities of the International Air Passenger Traffic Sub-committee; project methodology regarding transit studies (passenger traffic at Canadian airports); medical examinations of persons applying for admission to Canada; "security" and "criminal" screenings for clearance of persons seeking temporary admission.

EIC/IMM-100
Monitoring and Analysis
Description: Documents used to monitor and evaluate operational aspects of the Immigration Program. *Topics:* Information on data systems and monitoring activities to identify changes in program operations.

EIC/IMM-105
Enforcement Intelligence
Description: Information on the denial of entry to Canada of persons known to have been involved with criminal or other illegal activities. *Topics:* Exchange of intelligence information about persons who may try to enter Canada illegally to pursue unlawful activities.

EIC/IMM-110
Data Systems
Description: Information on systems used for gathering or amending statistics and other types of information necessary for the operational support of the immigration function and programs. *Topics:* Information systems generally; standard statistical coding for completing forms; information-gathering systems (employment clearance, occupation, transportation tables, native language); data systems (immigrants abroad and in Canada, permanent residents, monthly program reports, special information retrieval procedures, foreign nationals visiting Canada). *Storage Media:* Microfilm, magnetic tape or disk.

EIC/IMM-115
Records of Entry
Description: Vital statistics (surname, given names, date of birth Canadian port of entry), of all persons entering Canada as permanent residents, and certain categories of visitors that must be documented. *Topics:* Definition of a permanent resident; of a Canadian citizen; of a deemed resident; of a returning resident; of an unregistered child born abroad of Canadian parents; of a visitor; of a student; of a temporary worker; of a ministerial permit; of a ship deserter; of deportation (expulsion orders, deportation orders, deportation reports, departure notices, confirmations of departure). *Retrievability:* Master index files arranged by surname; ships' names by port of entry; port of entry (arrivals). *Special Access Note:* Records of entry dated before January 1919 are in the custody of the Public Archives of Canada.

EIC/IMM-120
Admission of Applicants to Canada
Description: Information on policies and programs concerning the admission of applicants to Canada. *Topics:* Policies and programs for the orderly and planned admission of immigrants according to component groups (economic, social and humanitarian immigrants) and of visitors including tourists, temporary workers and foreign students. Related background information including labour market and demographic data. Policies on federal-provincial relations concerning immigration. Description of selection criteria and processing sytems.

EIC/IMM-125
Refugees and Displaced Persons
Description: Policies, procedures and general information on the admission of refugees and displaced persons. *Topics:* Policies and procedures on emergency situations in which large numbers are displaced from their homes or homeland because of war, revolution or natural disaster; descriptions and policy on promises and guarantees for sponsorship, medical aid and settlement programs by churches, organizations, institutions or individuals on behalf of refugees; background on information exchange programs between CEIC and provincial or international governments and agencies, such as the International Institute of Humanitarian Law, the Annual Refugee Plan, the United Nations High Commission for Refugees and the Refugee Status Advisory Committee. *Retrievability:* Files are arranged by subject, country, organization or group.

EIC/IMM-126 *Formerly Identified as:* EIC/SPP-700
Immigration and Demographic Analysis
Description: Immigration research and policy analysis and studies of demographic trends. *Topics:* Longitudinal studies of adaptation; work experience of immigrants to Canada; foreign academics in Canada; family class workers — sources, occupations and skills; an historical review of emigration from Canada; demographic issues; refugee studies; business immigration studies; review of the current immigration selection criteria to ensure they remain in accordance with labour market requirements, as well as immigration needs and objectives.

EIC/IMM-130
Settlement Assistance and Transportation Loans
Description: Policy and correspondence on programs designed to help immigrants adjust to Canadian life. *Topics:* General settlement assistance; emergency adjustment assistance for accommodation, clothing, medical services, education and training; co-operation with ethnic organizations; government funding for voluntary immigrant agencies; reception and counselling services in Canada and abroad; assisted passage loans provided to those persons accepted as permanent residents. *Storage Medium:* Videotaped television programs on racial relations.

EIC/IMM-135
Adjudication
Description: Information on the *Immigration Act* and Regulations and related legislation and on adjudication functions and activities. *Topics:* General correspondence relating to the Act and Regulations and related legislation, and to adjudication policy, functions and activities; correspondence relating to various legislation which may impact on Immigration policies and procedures, including the effect of the Charter on the *Immigration Act;* correspondence relating to natural justice, bias, fairness, the role of the adjudicator; appeals and appeals procedure to the Supreme Court of Canada (SCC), the Federal Court of Canada (FCC) and the Immigration Appeal Board (IAB); correspondence, directives from the Operations Branch relating to policy concerns of interest to Adjudication; refugees and displaced persons, refugee claims.

EIC/IMM-140
Adjudication Enquiries
Description: Information on policies and procedures with respect to conducting immigration enquiries, hearings, presentation of evidence, and decisions under the *Immigration Act* and Regulations. *Topics:* Correspondence relating to policies and procedures with respect to conducting immigration enquiries, hearings, presentation of evidence and decisions under the Act and Regulations; procedures concerning the adjournment and resumption of enquiries, nature and form of evidence at enquiries, the appointment of representatives pursuant to Section 29(5) of the *Immigration Act* and their role at enquiries; substantive and procedural issues concerning an adjudicator's jurisdiction; permanent resident issues, and removal of persons found at enquiry to be in violation of the *Immigration Act*.

EIC/IMM-145
Detention
Description: Information on policies and procedures with respect to provisions pertaining to detention. *Topics:* Correspondence relating to policies and procedures on the various provisions pertaining to arrest and detention; jurisdiction of an adjudicator to review detention; form and content of bonds, terms and conditions; retaking into custody, and legislative requirements for periodic review of detention.

EIC/IMM-150
Status
Description: Information on policies and procedures pertaining to grounds for removal and admissibility. *Topics:* General correspondence relating to policies and procedures pertaining to grounds for removal and admissibility, port of entry, inland, criminal offences, eluding enquiry, admission by misrepresentation or improper means; employment and student authorizations.

EIC/INS-155
Enquiries
Description: Enquiries to the Minister and senior commission officials. *Topics:* Guidelines for handling enquiries; individual files showing the receipt, processing, and preparation of replies; analyses of correspondence received; reports.

EIC/INS-160
Actuarial Services
Description: Policy, legislation and actuarial criteria for determining financial parameters and analysing the experience under the Unemployment Insurance and Government Annuities Programs. *Topics:* Actuarial Services policy and correspondence; advisory committee reports; operations of the Annuities Program; budgets, expenses and administration; contributions; premium reductions and benefits; cost estimates and premium revenue estimates; *Unemployment Insurance Act* and Regulations (assessment and development of amendment proposals to the Unemployment Insurance Program), statistical reports and labour force data; interface of Unemployment Insurance Program with guaranteed income proposals; other agencies (briefs, views and proposals from public and private sectors); background on the Society of Actuaries and miscellaneous internal working files; public relations and special briefings; supplementary survey from Statistics Canada; Supplemental Unemployment Benefit plans; WLR plans (planning, development, operational activities and employer appeals under the registration program of qualified WLR plans); program evaluation; comprehensive review of Unemployment Insurance in 1980s.

EIC/INS-165
Policy and Legislation Development
Description: Policies, draft legislation, correspondence related to the Unemployment Insurance Program and other benefits provided by CEIC. *Topics:* Legislative reviews, procedures, information and policy papers on eligibility for sickness, maternity and adoption benefits; entitlement to benefit; payments to certain classes of individuals, such as students and teachers; deceased or incapacitated claimants; monies considered as earnings for benefit purposes; payment of benefits to persons undertaking approved training or involved in job creation or work sharing programs; coverage and insurability of employed workers; the granting of unemployment insurance premium reductions to employers.

EIC/INS-170
Briefs and Representations
Description: Information on recommendations for change in the Unemployment Insurance Program and legislation. *Topics:* Views and reaction to Unemployment Insurance legislation; briefs on

amendments to programs or legislation received from interested parties.

EIC/INS-175
Coverage and Premium Policy
Description: Policies on the insurability of employment. *Topics:* Correspondence on the insurability of employment; policy and legislative proposals; operational guidelines; agreements on the insurability of certain classes of workers; matters dealing with formal coverage rulings; insurability appeal; liaison with Revenue Canada Taxation (RCT): minutes of CEIC/RCT Appeal Review Committee; review of RCT rulings; premium refunds; minutes of coverage committee meetings; activity reports.

EIC/INS-180
Supplemental Unemployment Benefits
Description: Information on the approval of Supplemental Unemployment Benefits plans. *Topics:* Policies and guidance; approval of Supplemental Unemployment Benefits plans; activity reports.

EIC/INS-185
Labour Adjustment Benefit
Description: Information on the administration of the Labour Adjustment Benefit Program. *Topics:* Policies, procedures and correspondence pertaining to labour adjustment benefits; activity reports.

EIC/INS-190
Benefit Entitlement
Description: Policies and correspondence concerning entitlement. *Topics:* Eligibility for benefits; interruption of earnings; antedating of an application; week of unemployment; earnings; voluntarily leaving an employment; misconduct; labour disputes; refusal of employment; availability; making application in the prescribed manner; inmates of prisons; residence outside Canada; sickness; maternity; entitlement at age 65; fishermen; other benefits (such as supplemental unemployment benefits); retroactivity of decisions; financial penalties under Section 47 of the *Unemployment Insurance Act;* boards of referees. *Special Access Note:* For more information on the above, consult the Digest of Benefit Entitlement Principles.

EIC/INS-195
Ancillary Policies on Benefit Entitlement
Description: Policies and correspondence on issues not classified under the previous class of records. *Topics:* Work-sharing arrangements; job creation; courses of instruction; entitlement to benefits for teachers; overpayments resulting from retroactive decisions; labour adjustment benefits; quality control; National Voluntary Services; Youth Training Option.

EIC/INS-200
Claims Analyses
Description: Case files containing recommendations and decisions on complex or unique situations. *Topics:* Legislative and regulatory basis for the area of concern; background and jurisprudence; relevant data of the case; decision and rationale.

EIC/INS-205
Premium Reduction Program
Description: Information on policies and audits pertaining to premium reduction. *Topics:* Legislative and regulatory proposals; policy statements; appeals; development of an approach to auditing employers; audit reports.

EIC/INS-210
Appeals
Description: Policies, procedures and correspondence on the national appeals system. *Topics:* Policies and programs relating to appeals to the Board of Referees, the Umpire and the Federal Court of Appeal; procedures for each level of the appeal process; appeal files containing documentation relating to the point at issue; files containing decisions handed down; analyses of the Umpire's decisions; publication and distribution of Umpire's decisions; individual requests for guidance; activity reports.

EIC/INS-215
Control Policy
Description: Policies, recommendations, correspondence on investigations, prosecutions, administrative penalties, exchanges of information and co-operation in the area of investigations and control. *Topics:* Analysis of problems and issues; analysis of institutional and operational impact; policies regarding investigations and prosecutions; also includes policies and strategies in areas like agriculture, fishing, and fur trapping; policies governing the conduct of investigators, the exchange of information with federal Departments, the provinces or law enforcement agencies; liaison with internal organizational components.

EIC/INS-220
Planning and Analysis
Description: Information on overall planning, co-ordination and analysis of activities and strategies. *Topics:* Consultations on national and regional goals and objectives; operational planning activities; project outlines; general matters dealing with control of abuse and fraud; analysis of operational statistics; prosecutions and fines; financial penalties under Section 47 of the Act; criminal activities. *Storage Medium:* Magnetic tape or disk for certain statistical or activities reports.

EIC/INS-225
Control Programs
Description: Procedures, correspondence on control programs, investigations and prosecutions. *Topics:* Correspondence, publicity, evaluations on control programs such as Report on Hirings; guidelines, procedures, correspondence on investigations; authority of investigators; third party or anonymous information; liaison with law enforcement agencies; financial penalties provided for under Section 47 of the *Unemployment Insurance Act;* guidelines and procedures for prosecutions; operational and statistical reports.

EIC/INS-230
Control Programs — Payment of Unemployment Insurance Benefits
Description: Information on guidelines and strategies for the development of control programs. *Topics:* Voluntary disclosures; research projects; pilot projects, like the Atlantic Survey Unit; control program proposals; approved programs and lead- gathering initiatives for detecting and preventing fraud and abuse; control programs for certain industries, occupations or special classes, e.g., agriculture, fur trapping, forest fire fighters, multiple Unemployment Insurance claims, undeliverable T4Us, Record of Employment.

EIC/INS-235
Control Programs — Social Insurance Numbers
Description: Information on the development of controls for the social insurance number (SIN). *Topics:* General correspondence; discussion papers; enquiries; investigations concerning the issuance of SINs to immigrants who are not permanent residents; issuance of distinctive SINs (commencing with a "9") to Canadian citizens; persons with multiple SINs; possible fraud involving SINs of deceased persons; transmission of questionable SINs.

EIC/INS-240
Manual Report on Hirings
Description: Manual system used by employers to report hirings. *Topics:* General information on the manual subsystem; problems and revisions of the subsystem; interface with the computer group (Systems and Procedures).

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EIC/INS-245
Automated Earnings Reporting System
Description: System used by employers to report earnings information to the Commission by computer tape. *Topics:* General information on the computerized subsystem; problems and revisions of the subsystem; testing procedures; systems interface with the computer group; reports on possible overpayments of unemployment insurance benefits.

EIC/INS-250
Automated Report on Hirings
Description: System used by employers to report hirings by computer printouts, punch cards or computer tapes. *Topics:* General information on the computerized subsystem; guidance to participating employers; interface with individual employers on the computerized programs.

EIC/INS-255
Medical Advisory Services
Description: Information on operating policies pertaining to sickness and maternity claims. *Topics:* Correspondence with the medical profession at large or with medical associations; guidance to regions on independent medical examiners; schedule of medical fees by provinces; fees for independent medical examiners; operational procedures; copies of case files containing documents relating to medical claims; activity and statistical reports.

EIC/INS-260
Insurance Program Services
Description: Operational policies on the delivery of insurance services and programs. *Topics:* Procedures and guidelines pertaining to claims for benefit-variable entrance requirements, combined application forms, back-dating of claims, fishing benefits, entitlement at age 65, work-sharing arrangements, assignment of benefits, processing of appeals, claimant interview program, early mailing of documents by claimants, recovery of overpaid benefits; legislative and regulatory proposals and policy for the social insurance number and Government Annuities programs; impact of postal disruptions on claims processing; monitored payment of benefits; representatives of claimants; transfer of claims; liaison with union hiring halls; guidelines on processing claims enquiries; hiring and remuneration of unemployment insurance contract agents; guidelines for the quality control of claims processing; general correspondence on employment market advisory services; liaison with claimant groups, union representatives and industry; activity reports.

EIC/INS-265
Interstate Benefits
Description: Co-ordination of the interstate benefit activity and other special arrangements. *Topics:* Correspondence with regions; correspondence with individual states of the United States; reciprocal agreements; liaison with U.S. Railroad Retirement Board, United Kingdom Department of Health and Social Service; operational procedures; activity reports.

EIC/INS-270
Record of Employment (ROE)
Description: Information on the processing of Record of Employment forms. *Topics:* Procedures, guidelines and correspondence on processing ROE forms and maintaining the ROE information bank. *Storage Medium:* Magnetic tape and microfilm.

EIC/INS-275
Forms Development
Description: Information on the development and control of forms. *Topics:* Individual files containing requests for creating or revising forms, specifications; related correspondence.

EIC/INS-280
Monitoring and Analysis
Description: Information on monitoring and assessing operational activities. *Topics:* Goals, objectives and plans of the Insurance Management Services directorate; co-ordination of the development of operational plans for the Insurance Program; trend analyses; reports on monitoring, quality assurance, appeals process. (The Directorate makes use of the many narrative and statistical reports emanating from the program and support areas.)

EIC/INS-285
Comprehensive Tracking System
Description: Information on operating policies and procedures pertaining to the review of claim files for the Comprehensive Tracking System. *Topics:* Correspondence with the regions and with the Auditor General's Office; guidance to the regions on the review of claim files; quarterly reports and analysis; copies of claim files reviewed.

EIC/INS-286
Insurance Claimant Services (New)
Description: Project files on a variety of claimant service issues including pertinent statistical data. *Topics:* Correspondence with both national and regional responsibility centres on topics related to claimant services such as operational guidelines, project activity and levels of performance.

EIC/CJS-290 *Formerly Identified as:* EIC/LMD-290
Labour Market Development
Description: Policy and correspondence on general programs and activities. *Topics:* Correspondence relating to labour market policies, priorities, guidelines and programs; briefs, submissions, reports and other documentation relating to labour market strategies, policies and programs; documentation concerning federal-provincial negotiations and agreements on training programs and strategies; minutes of operational meetings, standing or other committees, conferences, task forces, and seminars conducted in consultation with other government institutions, associations, private sector firms and community bodies; certification of educational institutions and accreditation of training courses.

EIC/CJS-292
Skill Investment (New)
Description: Policies, guidelines and correspondence on Skill Investment. *Topics:* Policies and guidelines for implementing the Skill Investment Program; description of Skill Investment Program; reports.

EIC/CJS-294
Job Entry (New)
Description: Policies, guidelines and correspondence on Job Entry. *Topics:* Policies and guidelines for implementing the Job Entry program; description of Job Entry program; reports.

EIC/CJS-295 *Formerly Identified as:* EIC/LMD-295
Training
Description: Information on the development of legislation, regulations, national strategies and policies relating to employment training programs. *Topics:* Negotiations and agreements at the federal-provincial level; policies and procedures concerning training agreements; courses and certifications; course evaluations and costs; background on training and employment development.

EIC/CJS-296
Job Development (New)
Description: Policies, guidelines and correspondence on the Job Development Program. *Topics:* Policies and guidelines for implementing the Job Development Program; description of Job Development program; reports.

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EIC/CJS-298
Skill Shortages (New)
Description: Policies, guidelines and correspondence on Skill Shortages. *Topics:* Policies and guidelines for implementing the Skill Shortages Program; description of Skill Shortages Program; reports.

EIC/CJS-300 *Formerly Identified as:* EIC/LMD-300
Industrial Training
Description: Policy and correspondence on training contracts, applicability and program criteria. *Topics:* Policies and procedures concerning applicability of criteria; background on employer training centres and delivery of training programs according to regional needs; descriptions of training and results; reports and minutes of committees such as the labour needs committees; operational planning.

EIC/CJS-301
Innovations (New)
Description: Policies, guidelines and correspondence on Innovations. *Topics:* Policies and guidelines for implementing the Innovations program; description of Innovations program; reports.

EIC/CJS-303
Community Futures
Description: Policies, guidelines and correspondence on Community Futures program. *Topics:* Policies and guidelines for implementing the Community Futures program; description of Community Futures program; reports.

EIC/CJS-305 *Formerly Identified as:* EIC/LMD-305
Critical Trade Skills
Description: Policy and correspondence on critical trade skills training. *Topics:* Policies and procedures on developing specific training programs to alleviate critical trade skills shortages; background on design and delivery of programs; descriptions of specific programs, both current and researched, on problems of chronic shortages.

EIC/CJS-306
Challenge '86 (New)
Description: Policies, guidelines and correspondence on Challenge '86. *Topics:* Policies and guidelines for implementing the Challenge '86 program; description of Challenge '86; reports.

EIC/CJS-310 *Formerly Identified as:* EIC/LMD-310
Management Information System
Description: Policy and correspondence on managing program data and statistics. *Topics:* Specifications on program data requirements, nationally and by program; policy and guidelines on reporting statistics; cumulative information on industrial training; plans and models of alternate or adapted reporting systems.

EIC/CJS-315 *Formerly Identified as:* EIC/LMD-315
Youth Projects
Description: Information and correspondence on training programs for disadvantaged youth. *Topics:* Policies and guidelines on youth training projects such as Youth Training Options; contracts with employers who provide training centres for disadvantaged youth; description and results of training projects relating to youth employability and/or reintegration into the labour market.

EIC/CJS-320 *Formerly Identified as:* EIC/LMD-320
Institutional Training
Description: Information and correspondence on criterial applicability, institutional training, allowances, and agreements with institutions. *Topics:* Policies and procedures on applicability of criteria; background on Training Allowances and Apprenticeship Training under the *National Training Act;* background on Basic Training, Job Readiness and other programs; description and results of all training programs; and reports and documentation on institutional training generally.

EIC/CJS-325 *Formerly Identified as:* EIC/LMD-325
Allowances and Programs
Description: Information and correspondence on various institutional training programs. *Topics:* Applicability of criteria, policies and procedures on training allowances and programs; correspondence on National Training, Basic Job Readiness and Basic Training for Skills Development.

EIC/CJS-330 *Formerly Identified as:* EIC/LMD-330
Skills Growth Fund
Description: Policies, procedures and correspondence on applicability of criteria and applicant files. *Topics:* Background on training facility expansion and costs, project proposal assessment and disposition, agreements with provinces and non-profit organizations.

EIC/EMP-335 *Formerly Identified as:* EIC/LMD-335
Labour Market Services
Description: Policies and procedures, information and correspondence on labour market services. *Topics:* Strategies, action plans and negotiations with firms and industries in labour market planning; background information and documentation on new development; correspondence and reports on development initiatives, such as northern activities and major industrial projects.

EIC/EMP-340 *Formerly Identified as:* EIC/LMD-340
Industrial Adjustment Service
Description: Correspondence, information and agreements on assessment and minimization of specific human resource problems. *Topics:* Documentation on specific problems such as plant expansion, results of technological changes, low productivity, plant closure and layoffs.

EIC/EMP-345 *Formerly Identified as:* EIC/LMD-345
Industry and Labour Adjustment
Description: Policies, correspondence, agreements and results on assistance measures designed to support industrial restructuring and community and worker adjustment. *Topics:* Various assistance measures involving programs of three separate Departments: Employment and Immigration, Regional Industrial Expansion, and Labour Canada.

EIC/EMP-350 *Formerly Identified as:* EIC/LMD-350
Canadian Industrial Renewal Program
Description: Policies, correspondence, agreements and results of assistance measures designed to support community and worker adjustment related to the textile, clothing, footwear and tanning industries. *Topics:* Various industrial assistance measures involving programs of Employment and Immigration, Labour, and the Canadian Industrial Renewal Program.

EIC/EMP-355 *Formerly Identified as:* EIC/LMD-355
Energy
Description: Policies and documentation on development of strategies, action plans and negotiations with the oil and gas industry, associations, organizations and companies. *Topics:* General information on energy projects, negotiations with oil and gas firms on human resource planning activities, studies on oil and gas exploration and development, policy co-ordination with Energy, Mines and Resources, DIAND and interdepartmental initiatives and co-ordination.

EIC/EMP-360 *Formerly Identified as:* EIC/LMD-360
Construction
Description: Correspondence and exchange of information with construction industries in Canada and union transactions. *Topics:* Negotiations with the construction industry in human resource

planning; exchange of information with associations, councils, institutions on construction industry activities; studies on various phases of engineering construction; exchange of information with individual firms on construction industry activities; provincial housing construction; studies and other aspects of the construction industry as it relates to unions and industrial relations; negotiations with major sponsors and contractors for (human resource) planning for major projects.

EIC/EMP-365 *Formerly Identified as:* EIC/LMD-365
Agriculture
Description: Policies, documentation and correspondence on the development of strategies, action plans and negotiations with the agricultural industry and associations, organizations and companies. *Topics:* Associations, organizations, companies; Canada Farm Labour Pools; Caribbean Seasonal Workers; Federal-Provincial Agreements; Local Agricultural Employment Advisory Boards; Mexican Seasonal Workers; Canadian Rural Transition Program; and Travel Assistance for Seasonal Agricultural Workers. *Retrievability:* General files, by subject; associations, organizations and companies, by name; Canada Farm Labour Pools, by labour pool; Local Agricultural Employment Advisory Boards, by region.

EIC/EMP-370 *Formerly Identified as:* EIC/LMD-370
Resources
Description: Policies and procedures, information and correspondence on resources generally and on activities relating to fishing, trapping, forestry, mines, quarries. *Topics:* Commercial fishing; hunting and trapping; fire warden patrols, forest nurseries, reforestation; minerals, non-metallic mines, iron, uranium, silver, zinc, gold mines and quarries.

EIC/EMP-375 *Formerly Identified as:* EIC/LMD-375
Services
Description: Policies and procedures, information and correspondence on the service industry. *Topics:* Strategies, action plans and negotiations with the service industry; various hospitality services, including consultant services, personal services (barber and beauty shops); accommodation and food service; transportation services, including freight, express or mail via land, rail, air and sea; generation of electric power; gas distribution; natural or manufactured water systems, both household and irrigation.

EIC/EMP-380 *Formerly Identified as:* EIC/LMD-380
Manufacturing
Description: Policies and procedures, information and correspondence on manufacturing activities. *Topics:* Strategies and negotiations with the manufacturing industry; human resource planning activities in the aircraft manufacturing, assembly and service industry; electrical manufacturing industry (including small household appliances, refrigerators, washing machines, radios, televisions, electrical industrial equipment, electrical products); chemical, glass and plastics industry (including fertilizers, cleaning compounds, medicines, paints); electronics industry (including computers, telecommunications equipment, photocopiers); food and beverage processing industry (including processors of meat, dairy products, fruit, vegetables, alcoholic beverages); primary metal; metal fabricating; farm and industrial machinery manufacturing; motor vehicle and parts manufacturing and assembly; rubber products manufacturing; commercial and military shipbuilding industry.

EIC/EMP-385 *Formerly Identified as:* EIC/LMD-385
Foreign Workers Policy
Description: Policies and correspondence relating to foreign workers. *Topics:* Recruitment of foreign workers; recruitment and utilization of foreign workers in specific occupational groups.

EIC/CJS-390 *Formerly Identified as:* EIC/LMD-390
Employment Development
Description: Policies, guidelines and correspondence on employment development. *Topics:* Policies and guidelines for implementing employment development programs; description of job creation programs.

EIC/CJS-395 *Formerly Identified as:* EIC/LMD-395
Canada Works
Description: Policies, guidelines and correspondence on the Canada Works Program. *Topics:* General correspondence; development and management of projects including *Unemployment Insurance Act*, Section 38 and Summer Canada Works projects; job creation projects in diverse areas; documentation and financial data on projects.

EIC/CJS-400 *Formerly Identified as:* EIC/LMD-400
Career-Access
Description: Policies, guidelines and correspondence on the Career-Access Program. *Topics:* The Career-Access Program generally; documentation and financial data on agreements.

EIC/CJS-405 *Formerly Identified as:* EIC/LMD-405
Job Corps
Description: Policies, guidelines and correspondence on the Job Corps Program. *Topics:* The Job Corps Program generally; the development and management of projects; projects in diverse areas; documentation and financial data on projects.

EIC/CJS-410 *Formerly Identified as:* EIC/LMD-410
Local Employment Assistance Development
Description: Policies, guidelines and correspondence on the Local Employment Assistance Develpment Program. *Topics:* Local Employment Assistance Development Program generally; development and management of projects and corporations in diverse areas; documentation and financial data on projects and corporations.

EIC/CJS-415 *Formerly Identified as:* EIC/LMD-415
Summer Employment Experience and Work Orientation Workshops
Description: Policies, guidelines, documentation and correspondence on SEED and WOW. *Topics:* Operational guidelines for implementing SEED and WOW; internships documentation; correspondence relating to summer student employment programming generally. (All similar records pertaining to the former summer student components of Career-Access and Canada Works.)

EIC/EMP-420
Enquiries
Description: Enquiries to the Minister and senior Commission/Department officials. *Topics:* Guidelines for handling enquiries; individual files showing the receipt, processing, and preparation of replies; analyses of correspondence received; statistical reports.

EIC/EMP-425
Employment Operations
Description: Information on operational policy on the delivery of employment services and programs. *Topics:* General information on employment programs such as training, mobility, youth, native employment, local employment assistance programs; reports on employee records improvement, review of application forms, improvements to the registration process and the Job Information Centre (JIC); guidance on federal and provincial human rights legislation; operational policies; statistical and activity reports. *Storage Medium:* Client information on magnetic tape.

EIC/EMP-430
Mobility
Description: Information on the administration of the mobility program. *Topics:* General correspondence; mobility in other countries; labour mobility studies; policy proposals; operational procedures;

guidance to the regions; liaison with national headquarters systems groups; financial and statistical reports.

EIC/EMP-435
Clearance
Description: Information on the administration of the National Job Bank clearance system. *Topics:* General correspondence; liaison with other national headquarters components to discuss program requirements; operational procedures; guidance to the regions; management and statistical reports.

EIC/EMP-440
Outreach Program
Description: Information on personalized employment-related services supported by community-based agencies. *Topics:* General correspondence; project files containing descriptions of clientele and activities, estimates of human and financial resources, analysis and evaluation by regional review committee, and approval; activity, statistical and financial reports.

EIC/EMP-445
Services to Employers
Description: Information on the development of policies and programs to support the management of services to employers. *Topics:* Correspondence on the identification of human resource needs of employers; systems and guidelines supporting the labour exchange services; development of training needs analysis of CEC staff; training policies and contractual arrangements for the development of the competency-based training program; guidelines on the management of services to employers; guidelines on the utilization of labour market information.

EIC/EMP-450
Career Counselling
Description: Policies, methods and materials for employment counselling and testing. *Topics:* Correspondence on the counselling function; development of job search techniques (CJST) and supporting publications; correspondence relating to the testing of clients (General Aptitude Test Battery) in connection with counselling; purchase of diagnostic services to assist counsellors in the counselling function.

EIC/EMP-455
Occupational and Career Information
Description: Classification of occupations in the labour market. *Topics:* Analysis of information concerning occupations, trades, crafts and professions; preparation and distribution of publications such as the series on Occupational Trade Analyses, and the Canadian Classification and Dictionary of Occupations (CCDO). Career information systems such as CHOICES and COMPASS. *Storage Media:* Certain CCDO data on magnetic tape. CHOICES and COMPASS data on magnetic tape or disk.

EIC/EMP-460
Youth Employment
Description: Information on employment programs to meet the needs of youth. *Topics:* Youth Strategies for the 1980s; information on youth programs in other countries; liaison with the University and College Placement Association; development of national policies, strategies and guidelines related to the employment of youth, e.g., employment centres on campus, specialized youth units, international employment exchange programs, summer employment and federal-provincial initiatives in the area of co-operative education; case files for Canada-Mexico trainee exchanges containing applications, health care information, Spanish language testing and related correspondence.

EIC/EMP-465
Native Employment
Description: Information on employment programs to meet the needs of native people. *Topics:* Liaison with councils, brotherhoods, bands, associations representing native people; reports on the needs and migration of natives; liaison with other government departments; impact of human rights legislation on native employment; discussion papers; policies, programs and strategies pertaining to the employment of natives generally, native women and native youth; marketing and advertising native skills; activity reports.

EIC/EMP-470
Women's Employment
Description: Information on policies and strategies to improve the employability of women. *Topics:* Correspondence with national women's organizations; liaison with women's groups; policies, plans and strategies relating to the employment needs of women; activity reports.

EIC/EMP-475
Disabled Persons
Description: Information on the development and co-ordination of policies and strategies to ensure equality of employment opportunity for disabled Canadians. *Topics:* national organizations such as the Advisory Committee to the President of the Treasury Board, the Secretariat for Disabled Persons, and the Secretary of State; policies, plans and strategies relating to the employment of disabled persons; activity reports; specific program and project files.

EIC/EMP-476
Visible Minorities (New)
Description: Information on policies, strategies and programs to improve employment opportunities for visible minorities. *Topics:* Correspondence with Canadian Human Rights Commission, Treasury Board Secretariat, Department of the Secretary of State, visible minorities organizations, visible minority and immigrant women's organizations. Liaison with other government and non-government organizations; impact of legislation, policies, strategies, programs and special studies relating to visible minorities employment.

EIC/EMP-480
Special Needs Clients and Special Groups
Description: Information on policies and strategies to improve the employability of special needs or disadvantaged clients and members of special groups. *Topics:* and activities to meet the employment needs of (1) special needs or disadvantaged clients; and (2) special groups such as older workers and welfare recipients; liaison with government and non-government agencies having a specific interest; activity and statistical reports.

EIC/EMP-481
Employment Equity — General (New)
Description: Policy, general information and correspondence pertaining to Employment Equity. *Topics:* Correspondence relating to employment equity policies, proposals, priorities and guidelines; briefs, submissions and reports.

EIC/EMP-484
Contractors (New)
Description: Information on the implementation of Employment Equity by contractors. *Topics:* Guidelines for contractors; interdepartmental correspondence; minutes of interdepartmental committees on Employment Equity; operational plans and studies; review and assessment reports; ministerial correspondence; general correspondence; goals and objectives.

EIC/EMP-485
Private Sector
Description: Information on the promotion and implementation of Employment Equity in the private sector. *Topics:* Directorate objectives, goals and activities;Employment Equity in the 1980s; (Minister); communications strategy; minutes of interdepartmental committees on employment equity; operational plans and studies; policies, methodologies, guidelines; development of seminars; activity reports.

EIC/EMP-490
Technical Services
Description: Information on research, training, policy co-ordination and administration for the Employment Equity Branch. *Topics:* General correspondence; information relating to technical research regarding special and targetted groups and employment equity; research reports; design, development and delivery of training packages; development and maintenance of a resource centre.

EIC/EMP-495
Planning and Analysis
Description: Information on monitoring and assessing operational activities and co-ordinating operational plans and budgets. *Topics:* Goals, objectives and plans of the Employment Services Planning and Analysis branch; minutes of the Performance Measurement Steering Committee; trend analyses; reports on operational performance; reports on monitoring projects; group and branch operational plans, budgets and managerial contracts, copies of ministerial correspondence. (The branch makes use of the many narrative and statistical reports emanating from the program and support areas.)

EIC/SYS-500
Employment Development
Description: Information on systems supporting the administration of employment development programs. *Topics:* Correspondence; status reports.

EDP Systems

- Canada Community Development
- Canada Community Services
- Canada Works — 1984
- Canada Works/Young Canada Works
- Career-Access
- Employment of the Disadvantaged
- Employment Tax Credit Program
- Innovations
- Job Corps
- Job Development
- Local Employment Assistance Program
- Local Employment Assistance Development
- Portable Wage Subsidy Program
- Summer Career-Access 1984
- Summer Employment/Experience Development 1985
- Summer Employment/Experience Development 1986
- Summer Youth Employment
- Summer Canada 1981

EIC/SYS-505
Employment Training
Description: Information on systems supporting administration of Employment Training programs. *Topics:* Correspondence; status reports.

EDP Systems

- Course Purchase Notice Information
- Critical Trades Skills Training
- Institutional Training/UI Payment Immigration Loans Cross-match System
- Institutional Training Wait-Listed Clients
- National Industrial Training Program
- National Institutional Training, Youth Training Option and Job Entry Information
- General Accounts Receivable — EIC Programs
- Follow-up Survey Information (Training Programs)

EIC/SYS-510
Employment Client Services
Description: Information on systems supporting administration of Employment Client Services. *Topics:* Correspondence, status reports.

EDP Systems

- Canada Mobility Program
- Canadian Classification and Dictionary of Occupations
- Canadian Jobs Strategy Participant Follow-up Survey Information
- Client/Claimant Index
- National Job Bank

EIC/SYS-515
Benefit Pay
Description: Information on systems supporting administration of the Unemployment Insurance benefit program. *Topics:* Correspondence; status reports.

EDP Systems

- Benefit Pay Systems — produces unemployment insurance payments; updates status of claims; maintains a history of overpayments; produces daily, monthly and quarterly statistical reports on operations, overpayments and unemployment insurance fund accounting; produces T4U/TP4Us showing benefits paid and income tax deducted for each claimant; supports associated enquiry functions in local and regional offices.

EIC/SYS-520
Liaison and Procedures
Description: Information on clerical procedures in Canada Employment Centres and regional computer centres. *Topics:* Correspondence; policy and systems changes that impact on clerical procedures; reports of visits to regions; training plans for new or revised procedures and ongoing training requirements.

EIC/SYS-525
Control
Description: Information on systems supporting CEIC control activities. *Topics:* Correspondence; status reports.

EDP Systems

- Record of Employment
- Overpayment detection
- Employer Registration (Premium Reduction Program)
- Tracking Commission debtors from employment records
- Comparison of claimant data to detect possible SIN and UI abuse.
- Micrographic Listings for the general control of unemployment insurance programs
- Record of Offences

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EIC/SYS-530
Support
Description: Information on support for the implementation of Employment and Benefit EDP systems, including micrographics. *Topics:* Correspondence; evaluation reports.

EIC/SYS-535
Advanced Systems
Description: Information on the development and implementation of advanced technology systems. *Topics:* Research and correspondence on advanced technological systems; operational problems, performance reports on the employment and insurance on-line systems; Treasury Board submissions; correspondence with users on software requirements for CHOICES (Computerized Heuristic Occupational Information and Career Exploration Systems).

EDP Systems

- National Employment Services System (NESS) — provides, via computer terminals in selected Canada Employment Centres in the Atlantic provinces, data on jobs available, employers, job seekers, referrals to employment and related data.

EIC/SYS-540
Social Insurance Number Registration
Description: Systems supporting administration of the SIN program. *Topics:* Correspondence; status reports.

EDP Systems

- Social Insurance Number Registration Program — data bank of all SINs issued in Canada; used to validate SIN data; produces reports and micrographics.

EIC/SYS-545
Annuities
Description: Systems supporting administration of the Canadian Government Annuities program. *Topics:* Correspondence; status reports.

EDP Systems

- Annuities Program — produces payments, T4 slips for annuity contracts in payment, related financial, actuarial and administrative reports; data bank for contracts not yet in payment — includes premium collection, related reports and micrographic listings.

EIC/SYS-550
Immigration
Description: Systems supporting administration of the Immigration program. *Topics:* Correspondence; status reports.

EDP Systems

- Enforcement
- General Immigration Data
- Landed Immigrant Data
- Stock Inventory Control System
- Visitor Data

EIC/SYS-555
Management Data
Description: Computerized information systems of a financial, personnel, administrative and operational performance measurement nature. *Topics:* Correspondence; status reports; minutes of meetings.

EDP Systems

- Immigration Program: Accounts Receivable — provides for the accounting, control and billing of loans granted to immigrants
- Employment and Immigration Information System (EIIS) — financial position of commitments, advances, overall non-salary items within CEIC; year-to-date financial, person-month, performance measurement information; employee information that allows production of certain personnel reports, and reports for management and central agencies.
- Personnel Management Information System (PMIS) — contains details of organization, positions, salaries and personnel.

EIC/SYS-560
Technical Support
Description: Information on the development and design of hardware, software and data communication requirements. *Topics:* Correspondence; tenders and contracts; security of EDP installations; study on radiation from terminal screens; computer activity reports; systems and programming standards; software master control programs and utilities for all systems.

EIC/SYS-565
Computer Operations
Description: Development and application of policies, standards and procedures for EDP installations. *Topics:* Policies and standards; training plans; EDP operational procedures; call reports, operational emergencies, computer back-up by EDP installation; contingency plans; security; correspondence with suppliers, service bureaus; liaison with regional computer centres concerning site hardware specifications, production software, related operational support; reports on EDP and associated clerical processing operations.

EIC/SYS-570
Management Advisory Services
Description: Information on in-house management consulting to national headquarters and the regions. *Topics:* Correspondence; progress reports; project files containing correspondence, analysis and evaluation of areas under study, consideration of alternatives and recommendations.

EIC/SYS-575
Forms Management
Description: Information on policies and procedures on forms management. *Topics:* Correspondence, bulletins on departmental forms, use of the departmental logo, bilingual format in forms; unauthorized forms; information brochures; minutes of meetings of the Forms Management Committee and the Forms Co-ordination Committee; obsolete forms survey; activity reports and statistics.

EIC/SYS-580
Design and Control
Description: Information on the development and control of forms. *Topics:* Individual files containing requests for creating or revising forms, specifications; related correspondence.

EIC/NSB-585
Social Insurance Number Registration
Description: Information on applying for social insurance numbers. *Topics:* Correspondence on legislative and regulatory proposals; processing SIN applications; supporting documentation (proof of identity) for Canadian citizens, permanent residents and individuals who are neither Canadian citizens nor permanent residents; replacement SIN cards; amendments to SIN records; mass applications; internal control and issuance of individual SINs; production and activity reports; studies on the SIN program. *Storage Media:* Magnetic tape or disk for SIN master file; microfiche for listings containing individual SINs, names and other basic information; microfilm for copies of SIN applications or amendments. *Retrievability:* Microfiche files are arranged by names; microfilm, by SIN.

CANADA EMPLOYMENT AND IMMIGRATION COMMISSION AND DEPARTMENT OF EMPLOYMENT AND IMMIGRATION

EIC/NSB-590
Release of Information
Description: Information on the release or exchange of SIN information. *Topics:* Guidelines and correspondence on the release of SIN information to individuals, other government departments or agencies; exchange of information and data with other government departments. (Details on the release of SIN information may be obtained by referring to the Personal Information Index.)

EIC/NSB-595
Record of Employment
Description: Information on the processing of the third copy of the Record of Employment (ROE). *Topics:* Procedures, guidelines and correspondence on the processing of the third copy of the ROE forms and maintaining the ROE information bank. *Storage Media:* Magnetic tape and microfilm.

EIC/NSB-600
Tax Enquiries (T4U/TP4U)
Description: Requests for information on the T4U/TP4Us. *Topics:* Procedures for handling enquiries; issuing duplicate T4U/TP4Us; general correspondence. *Storage Media:* Magnetic tape and microfiche.

EIC/NSB-605
Annuities Program
Description: Information on the administration of Canadian government annuities contracts. *Topics:* Correspondence on legislative and regulatory proposals; procedures on payment and refunds of premiums, duplicate and returned cheques, interest rates, cash surrender values and payment of income taxes by recipients; procedures governing annuity contracts and pension plans in payment, those not yet in payment, group contracts (purchased under employer pension plans) and individually purchased contracts; case files containing annuity applications, supporting documentation, enquiries, complaints and general correspondence; activity, statistical, actuarial and financial reports; surveys and studies on the program. *Storage Medium:* Magnetic tape or disk for data concerning vested contracts, individual and group deferred contracts, which are used to produce payments and T4 slips for annuitants and a variety of accounting, actuarial and administrative reports.

EIC/NSB-610
Employer Registration
Description: Information on the granting and control of unemployment insurance premium reductions for employers with qualified salary replacement plans. *Topics:* Operational procedures; employer files containing applications, documentation, enquiries, complaints, appeals and audit reports; general enquiries; internal control of quality; monthly microfilm or microfiche listings of employers with qualified or non-qualified salary replacement plans; operational and statistical reports. *Storage Media:* Employer listings on microfiche and magnetic tape or disk.

The Department

EIC/PAF-615
Organization and Planning
Description: Information on organization, objectives and operational plans. *Topics:* Information plans; organization charts; the current corporate planning cyle; the operational budget; operational plans; financial reports; the CEIC communications strategy.

EIC/SPP-620
General
Description: Analyses and assessments of CEIC policies. *Topics:* Overall development of policies; analysis of plans and programs; assessment of policies for Benefit, Immigration and Labour Market Programs.

EIC/SPP-625
Census
Description: Statistical surveys relating to CEIC programs. *Topics:* Statistical surveys developed for collecting census data on CEIC programs and activities for Statistics Canada.

EIC/SPP-630
Research
Description: Non-program or policy specific CEIC research. *Topics:* Reports on general CEIC research not related to particular policies or programs.

EIC/SPP-635
Canadian Occupational Projection System (COPS)
Description: Studies, data and forecasting techniques used to identify and measure future employment levels and possible imbalances between labour supply and demand based on a three- to ten-year forecast. *Topics:* Sector studies; supply and demand analyses; federal-provincial conferences; briefing material to selected groups.

EIC/SPP-640
Strategic Planning
Description: Projects associated with Commission/Department preparation of medium- and long-term plans. *Topics:* Ongoing scanning of broad long-term socioeconomic developments to assess their potential impact on human resources, labour market, income maintenance and immigration policies; identification of broad strategic options to address gaps between current departmental operations and environmental trends; preparation of a planning environment assessment document, and the Commission/Department strategic planning framework/strategic overview.

EIC/SPP-645
Operational Planning
Description: Activities associated with intra-departmental development and co-ordination of short-term planning requirements. *Topics:* Co-ordination or development of Strategic Policy and Planning and Commission/departmental inputs into the Planning and Accountability Process, including short-term corporate priorities; operational plans, managerial contracts and budgets; performance measures and resource allocation; monitoring of corporate and program/service/regional activities; analysis of the Planning and Accountability Process.

EIC/SPP-650
Data Development
Description: Information on projects associated with developing CEIC program data sources. *Topics:* Studies and projects on the development and maintenance of existing data systems such as the Longitudinal Labour Force Tracking File, Labour Force Survey Data, training files, benefit overpayment files and the National Job Bank; Strategic Policy and Planning inputs to Access to Information and Privacy; description of agreements on information exchange; co-operative agreements with provinces on developing new labour market data bases.

EIC/SPP-655
International Analysis and Regional Relations
Description: Information on projects associated with Regional Economic Services. *Topics:* Liaison with Regional Economic Services and national conferences.

EIC/SPP-660
OECD Manpower and Social Affairs Committee
Description: Information on projects associated with Canada's involvement in the activities of the Organization for Economic Co-operation and Development (OECD) manpower and social affairs committee. *Topics:* Studies and projects addressing the analysis of papers and the preparation of briefing material for the manpower and

social affairs committee ministerial-level conference; information for the production and distribution of inventories of documents pertaining to the OECD and for interpreting OECD activities for CEIC and provincial governments; revision of the Canadian inventory of federal employment and manpower measures; papers and reports on the manpower and social affairs committee and the working party on employment.

EIC/SPP-665

Immigration

Description: Information on the efficiency and effectiveness of the Immigration Program. *Topics:* Studies and projects on the assessment of the overall impact of the Immigration Program including an evaluation of refugee programs; evaluation of refugee sponsorship programs; study of the impact of refugee programs on Canada Immigration Centre (CIC) and Canada Employment Centre (CEC) operations; examination of visa officer and port-of-entry officer decision-making processes; evaluation of the entrepreneurial immigration program and its impact on the Canadian economy, and an evaluation of the effectiveness of Primary Inspection Line (PIL) effectiveness at airports.

EIC/SPP-670

Insurance

Description: Information on the efficiency and effectiveness of the Unemployment Insurance Program. *Topics:* Evaluation of the overall impact of the Unemployment Insurance Program including consideration of the effectiveness of the following components: regular benefits, sickness benefits, adoption/maternity benefits and fishing benefits. Evaluation of the effectiveness and consideration of alternatives to the following components: Premium Reduction Program, Work Sharing Program, Appeal System. Evaluation of Investigation and Control components including automated unreported earning detection systems and assessment of their prevention, detection and deterrence capabilities. Evaluation of Regional Computer Centres and social insurance numbers.

EIC/SPP-675

Job Creation and Employment Services

Description: Information on the efficiency and effectiveness of job creation programs and the employment services. *Topics:* Studies and projects on assessment of the overall impact of employment services, including alternative Canada Employment Centre marketing strategies; refinement of a methodology for evaluating the selection, referral and placement activities in Canada Employment Centres; consideration of the effectiveness of Canada Employment Centre counselling services including CHOICES (Computerized Heuristic Occupational Information and Career Exploration Systems); evaluation of the quality of referrals and placements by Canada Employment Centres, including an examination of employers' perceptions, assessment of the effectiveness of specialized Canada Employment Centres for students; evaluation of the effectiveness of the National Job Bank computerized job inventory program; assessment of the Metropolitan Order Processing System (MOPS); assessment of the utility of the Summer Canada employment program and the Local Economic Development Assistance Program; consideration of evaluation of the unemployment insurance job creation program; evaluation of the Canada Community Development Projects program, the Canada Community Service Projects Program and the New Technology Employment Program; evaluation of the Local Employment Assistance program (LEAP); evaluation of cost-effectiveness of the OUTREACH program providing employment services to special target groups; evaluation of the Specialized Youth Units (SYU) and the Women Employment Counselling Centres (WECC).

EIC/SPP-680 *Formerly Identified as:* EIC-1310

Human Resource Development Programs

Description: Information on the efficiency and effectiveness of CEIC human resource development programs. *Topics:* Studies and projects examining the cost-effectiveness of the institutional training element of the National Training Program; evaluation of the effectiveness of utilizing unemployment insurance funds for training purposes; assessment of the National Industrial Training Program; analysis of the effectiveness of critical trade skills training; examination of the labour market behavior of individuals assigned to NITP Wait-Lists; assessment of effectiveness of the Program for the Employment Disadvantaged.

EIC/SPP-690

Unemployment Insurance Program Policy Development and Analysis

Description: Information on the analysis and development of unemployment insurance policy to accommodate changing socioeconomic and other influences affecting the labour market. *Topics:* Studies and projects on the assessment of the economic and labour market effects of unemployment insurance; consideration of the adequacy of unemployment insurance benefit levels in relation to such factors as family composition and size, multiple-income families and different income classes; assessment of labour market efficiencies in light of such influences as an experience rating system; examination and forecasting of unemployment insurance benefit expenditures and revenues; assessment of unemployment insurance claim behaviour subsequent to training; analysis of the maternity benefit program, including identification of a rationale and a financing mode; analysis of the treatment of earnings while on active unemployment insurance claim; examination of employment strategies of employers such as job rotation.

EIC/SPP-695

Unemployment Insurance Program Impact Analysis

Description: Information on the analysis of the effects of unemployment insurance on claimants, their dependents and the unemployed. *Topics:* Analysis of income protection for unemployed persons not receiving unemployment insurance benefits; analysis of Unemployment Insurance Program abusers and misusers; consideration of family characteristics (multiple-earner relationships, economic hardship while on claim) of unemployment insurance contributors and claimants; analysis of benefit claim duration; assessment of the utility and appropriateness of unemployment insurance coverage for seasonal workers.

EIC/SPP-705

Labour Market Studies

Description: Policy-oriented analytical studies on the structure and operation of the labour market in Canada and other countries for labour market policy and program development in CEIC. *Topics:* Studies related to the analysis of unemployment and structural labour market problems; analysis of labour market dynamics; development of quantitative models for policy making, and provision of special studies and analytical advice to CEIC operational and policy branches; longitudinal studies and projects relating to labour market dynamics including examination of the flow of labour into and out of the labour force; special projects such as labour market experience of women, male/female wage differentials, trends in long-term unemployment, and the impact of technological change on female employment.

EIC/SPP-710

Labour Market Policy Analysis

Description: Development, analysis and assessment of labour market strategies and policies in the light of current and forecast labour market conditions. *Topics:* Analysis of labour market needs of individuals and employers; development and analysis of data pertaining to specific labour force participants such as youth, women, long-term unemployed, aboriginals, and others; analysis of strategies, policies and programs relating to such groups and others.

CANADA EMPLOYMENT AND IMMIGRATION COMMISSION AND DEPARTMENT OF EMPLOYMENT AND IMMIGRATION

EIC/SPP-711
Labour Market Program Analyses (New)
Description: Analysis on the needs of various groups for training or employment and analysis on the adequacy of existing programs. *Topics:* Analysis of needs and program participation of target groups; design and analysis of labour market surveys to monitor the impact of programs; advice on labour market surveys; operation of models on program participation; selected short studies on timely labour market issues.

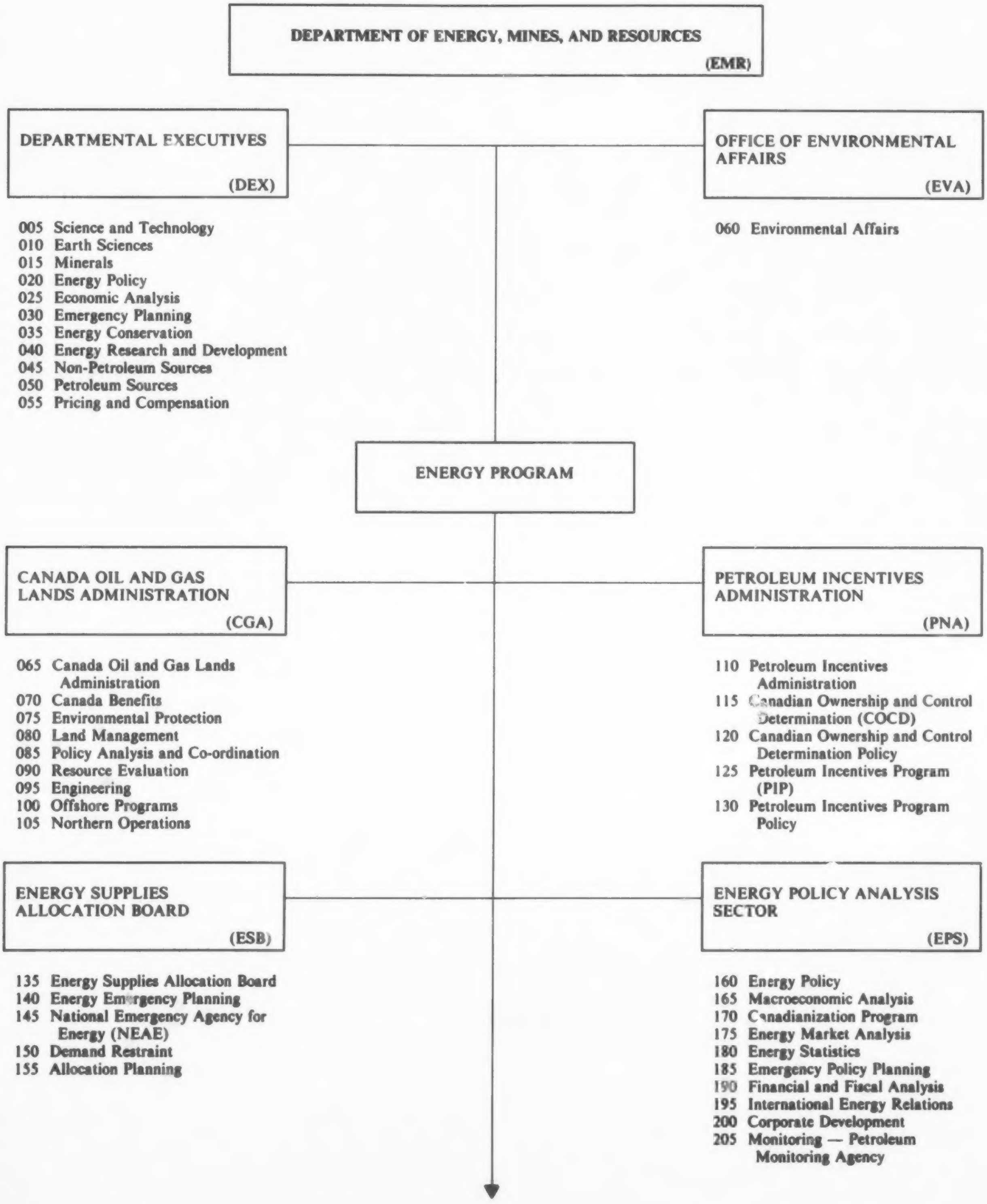
Deleted Classes of Records

EIC/SPP-685	Special Needs
EIC/SPP-715	Current Economic Analysis

DEPARTMENT OF ENERGY, MINES AND RESOURCES

Chapter 40

DEPARTMENT OF ENERGY, MINES, AND RESOURCES



DEPARTMENT OF ENERGY, MINES, AND RESOURCES (EMR)

DEPARTMENTAL EXECUTIVES (DEX)

005 Science and Technology
010 Earth Sciences
015 Minerals
020 Energy Policy
025 Economic Analysis
030 Emergency Planning
035 Energy Conservation
040 Energy Research and Development
045 Non-Petroleum Sources
050 Petroleum Sources
055 Pricing and Compensation

OFFICE OF ENVIRONMENTAL AFFAIRS (EVA)

060 Environmental Affairs

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070 Canada Benefits
075 Environmental Protection
080 Land Management
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095 Engineering
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190 Financial and Fiscal Analysis
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215 Electrical Energy
220 Uranium and Nuclear
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255 Policy and Co-ordination
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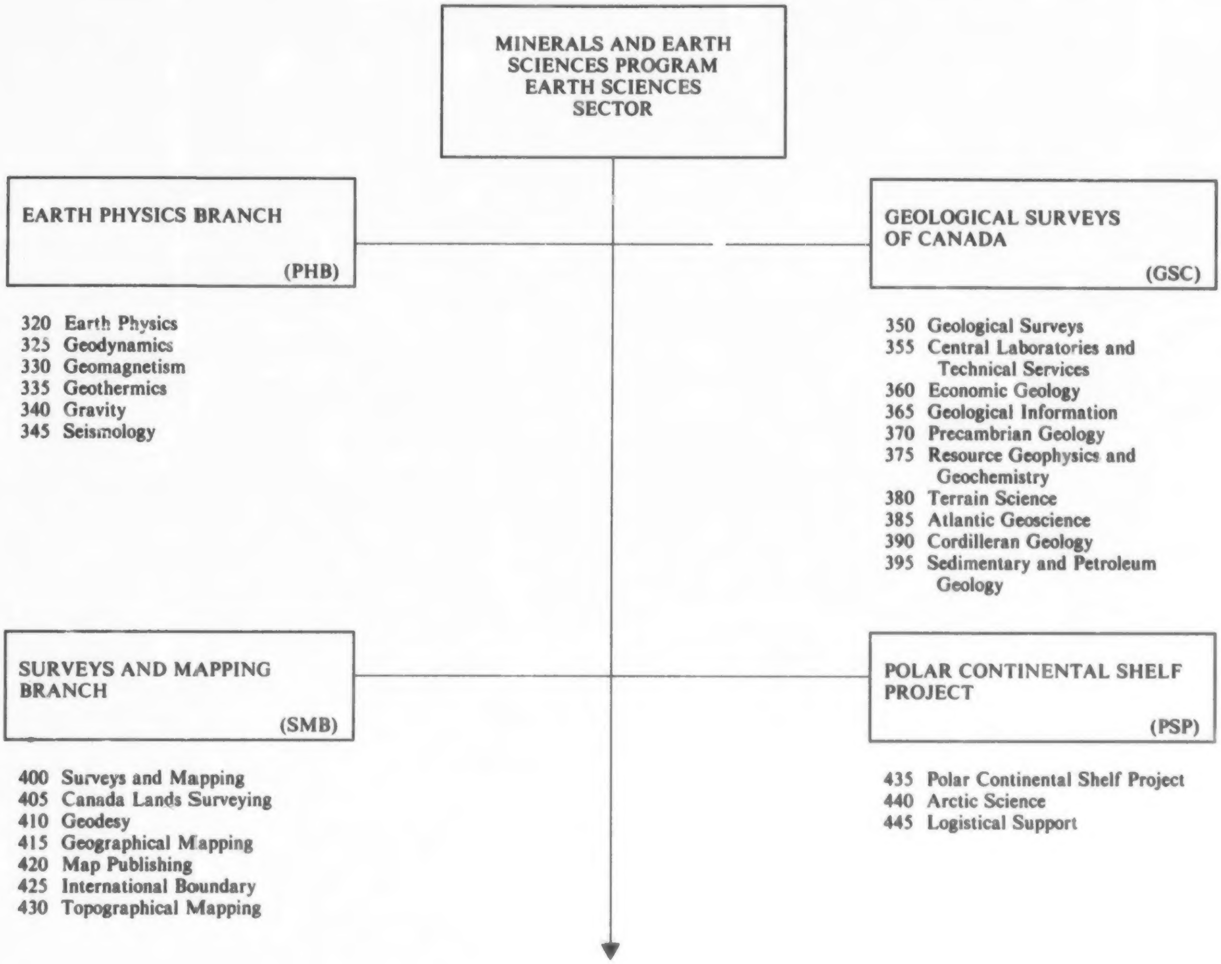
295 Petroleum Resources
300 Oil Supply
305 Natural Gas
310 Oil Pricing and Compensation

URANIUM CANADA LIMITED
(UCL)

315 Corporate Records

DEPARTMENT OF ENERGY, MINES AND RESOURCES



MINERALS AND EARTH SCIENCES PROGRAM EARTH SCIENCES SECTOR

EARTH PHYSICS BRANCH (PHB)

- 320 Earth Physics
- 325 Geodynamics
- 330 Geomagnetism
- 335 Geothermics
- 340 Gravity
- 345 Seismology

GEOLOGICAL SURVEYS OF CANADA (GSC)

- 350 Geological Surveys
- 355 Central Laboratories and Technical Services
- 360 Economic Geology
- 365 Geological Information
- 370 Precambrian Geology
- 375 Resource Geophysics and Geochemistry
- 380 Terrain Science
- 385 Atlantic Geoscience
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- 395 Sedimentary and Petroleum Geology

SURVEYS AND MAPPING BRANCH (SMB)

- 400 Surveys and Mapping
- 405 Canada Lands Surveying
- 410 Geodesy
- 415 Geographical Mapping
- 420 Map Publishing
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- 435 Polar Continental Shelf Project
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DEPARTMENT OF ENERGY, MINES AND RESOURCES

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450 Canada Centre for Mineral and Energy Technology
455 Canada Explosives Act Administration
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465 Minerals Technology

CANADA CENTRE FOR REMOTE SENSING (RSB)

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475 Air Operations
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500 Satellite Data
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585 Regional Mineral Development
590 Resource Supply Analysis

ACCESS TO INFORMATION AND
PRIVACY CO-ORDINATOR
DEPARTMENT OF ENERGY, MINES
AND RESOURCES
580 BOOTH STREET
OTTAWA, ONTARIO
K1A 0E4

DEPARTMENT OF ENERGY, MINES AND RESOURCES

Background

Although the Department of Energy, Mines and Resources is comparatively new, some branches have been in existence for more than a century. The Geological Survey of Canada, founded in 1842 by Sir William Logan, is the oldest scientific organization in Canada. Earth Physics, formerly the Dominion Observatory, dates from 1871, and parts of the Surveys and Mapping Branch were established in 1872.

Previously known as the Department of Mines and Technical Surveys, the Department of Energy, Mines and Resources (EMR) was created in 1966 by the *Department of Energy, Mines and Resources Act*. At that time it assumed a new and important role as policy maker in energy development. Since then, the Department has been given a strong mandate to fulfil its role as the principal federal agency responsible for the discovery, investigation, development and conservation of Canada's mineral and energy resources.

The Department comprises three programs: Energy; Minerals and Earth Sciences; and Administration. Together they provide initiatives directed towards national economic development.

Laws and Regulations

The Department of Energy, Mines and Resources is responsible for the following legislation:

Principal Departmental Statutes

- Department of Energy, Mines and Resources Act
- Resources and Technical Surveys Act

Statutes Actively Administered by the Ministry

- An Act to Amend the Canada Business Corporation Act
- Atomic Energy Control Act
- Arctic Waters Pollution Prevention Act
- Canada Lands Surveys Act
- Canada Oil and Gas Act
- Canada Home Insulation Program Act
- Canadian Ownership and Control Determination Act
- Canada — Nova Scotia Oil and Gas Agreement Act
- Co-operative Energy Act
- Energy Administration Act
- Energy Monitoring Act
- Explosives Act
- Energy Supplies Emergency Act
- Home Insulation (N.S. and P.E.I.) Programs Act
- International Boundary Commission Act
- Motor Vehicle Fuel Consumption Standards Act
- National Energy Board Act
- Nuclear Liability Act
- Oil and Gas Production and Conservation Act
- Oil Substitution and Conservation Act
- Petro-Canada Act
- Energy Administration Act
- Petroleum Incentives Program Act

Crown Corporations Reporting to Parliament through the Minister

- Atomic Energy Control Board
- Atomic Energy of Canada Limited
- Petro-Canada Limited

Autonomous Agencies Reporting to Parliament through the Minister

- Board of Examiners for Canada Lands Surveys
- Canadian Permanent Committee on Geographical Names
- Energy Supplies Allocation Board
- National Energy Board
- Petroleum Monitoring Agency

Overall Responsibilities

The objective of the Department of Energy, Mines and Resources is to promote the discovery, development and efficient use of the country's mineral and energy resources and to broaden the knowledge of Canada's landmass for the benefit of all Canadians. To this end, the Department fosters national policies based on research and data collection in the earth, mineral, and metal sciences and on policy, economic and social analyses. The Department also carries out an earth sciences program on the conservation and use of the Canadian landmass; and it makes available the scientific and technical information generated in this program (such as topographic and geological maps, atlases and remote sensing data) to a wide range of customers across the country.

General Information

General departmental information is provided by offices in Ottawa and across Canada. Contact may be made by telephone or by writing to one of the following addresses:

Newfoundland

Departmental Information Office
Conservation and Renewable Energy Office
Atlantic Place
7th Floor, Box 65
215 Water Street
St. John's, Newfoundland
A1C 6C9
Telephone: (709) 722-5353, 722-5391

Prince Edward Island

Departmental Information Office
Conservation and Renewable Energy Office
Harbourside I
Brecken-Yates Building
98 Queen Street
Charlottetown, Prince Edward Island
C1A 8R4
Telephone: (902) 566-7373

Nova Scotia

Departmental Information Office
Conservation and Renewable Energy Office
Bank of Montreal Tower, 5th Floor, Suite 503
5151 George Street
Halifax, Nova Scotia
B3J 1M5
Telephone: (902) 426-8600, -8606 or -8607

Atlantic Geoscience Centre
Geological Survey of Canada
Bedford Institute of Oceanography
P.O. Box 1006
Dartmouth, Nova Scotia
B2Y 4A2
Telephone: (902) 426-2367 or -2730

Canada Benefits Branch
Suite 102, Cogswell Tower
2000 Barrington Street

DEPARTMENT OF ENERGY, MINES AND RESOURCES

Halifax, Nova Scotia
B3J 3K1
Telephone: (902) 426-8570

Canada Oil and Gas Lands Administration
Suite 102, Cogswell Tower
2000 Barrington Street
Halifax, Nova Scotia
B3J 3K1
Telephone: (902) 426-8570

Explosives Branch
Suite 102, Cogswell Tower
2000 Barrington Street
Halifax, Nova Scotia
B3J 3K1
Telephone: (902) 426-3559

Regional Surveyor
Surveys and Mapping Branch
P.O. Box 368
Government of Canada Building
40 Havelock Street
Amherst, Nova Scotia
B4H 3Z5
Telephone: (902) 667-7249

Coal Research Lab (CANMET)
210 George Street
Sydney, Nova Scotia
B1P 1J3
Telephone: (902) 564-7673

New Brunswick

Departmental Information Office
Conservation and Renewable Energy Office
835 Champlain Street
Dieppe, New Brunswick
E1A 1P4
Telephone: (506) 857-6070

Québec

Departmental Information Office
Conservation and Renewable Energy Office
200 Dorchester Blvd. West
Room 501
West Tower, 5th Floor
Montréal, Québec
H2Z 1X4
Telephone: (514) 283-5632

Regional Information and Sales Centre
94 Dalhousie Street
Québec, Québec
G1K 4B3
Telephone: (418) 648-3325

Explosives Branch
Inspector of Explosives
1262 Maguire Avenue
P.O. Box 463
Sillery, Québec
G1T 2R8
Telephone: (418) 648-7702

Regional Surveyor
Surveys and Mapping Branch
Place Jaques-Cartier
4th Floor
320 St. Joseph East
Québec, Québec
G1K 8G5
Telephone: (418) 648-4325

Ontario

Departmental Information Office
Conservation and Renewable Energy Office
Room 606
55 St. Clair Avenue East, 6th Floor
P.O. Box 2009
Toronto, Ontario
M4T 1M2
Telephone: (416) 973-8480

Petroleum Incentives Administration
344 Wellington Street
Ottawa, Ontario
K1A 0E4
Telephone: (613) 996-2611

Canada Oil and Gas Lands Administration
355 River Road
15th Floor
Vanier, Ontario
K1A 0E4
Telephone: (613) 993-3760

Elliot Lake Laboratories
Canada Centre for Mineral and Energy Technology
(CANMET)
P.O. Box 100
Elliot Lake, Ontario
P5A 2J6
Telephone: (705) 848-2236

Regional Surveyor
Surveys and Mapping Branch
25 St. Clair Avenue East
Toronto, Ontario
M4T 1M2
Telephone: (416) 973-7503

Communications Branch
Energy, Mines and Resources
8th Floor
580 Booth Street
Ottawa, Ontario
K1A 0E4
Telephone: (613) 995-3065

Manitoba

Departmental Information Office
Conservation and Renewable Energy Office
1003-213 Notre Dame Ave.
Winnipeg, Manitoba
R3B 1N3
Telephone: (204) 949-4266

Regional Surveyor
Surveys and Mapping Branch
Room 305
Kensington Building
275 Portage Avenue
Winnipeg, Manitoba
R3B 2B3
Telephone: (204) 949-4954

Saskatchewan

Departmental Information Office
Conservation and Renewable Energy Office
S.J. Cohen Building
119 Fourth Avenue
7th Floor, Suite 706
Saskatoon, Saskatchewan
S7K 5X2
Telephone: (306) 975-4532

DEPARTMENT OF ENERGY, MINES AND RESOURCES

Regional Surveyor
Surveys and Mapping Branch
1000-2221 Cornwall Street
Regina, Saskatchewan
S4P 2L1
Telephone: (306) 359-5401

Alberta

Departmental Information Office
Conservation and Renewable Energy Office
Grandin Park Plaza
2nd Floor, Room 200
22 Sir Winston Churchill Avenue
St. Albert, Alberta
T8N 1B4
Telephone: (403) 420-4035

Departmental Information Office
Room 355
220 Fourth Avenue East
P.O. Box 2918 Station "M"
Calgary, Alberta
T2P 3M2
Telephone: (403) 292-4488

Institute of Sedimentary and Petroleum Geology
Geological Survey of Canada
3303-33rd Street N.W.
Calgary, Alberta
T2L 2A7
Telephone: (403) 292-5376

Canada Oil and Gas Lands Administration
P.O. Box 2638
Station "M"
Calgary, Alberta
T2P 3C1
Telephone: (403) 292-5631

Petroleum Incentives Program Office
Federal Building, Room 332
220 Fourth Avenue S.E.
P.O. Box 2907, Station "M"
Calgary, Alberta
T2P 3L7
Telephone: (403) 292-5005

Western Research Laboratories (Coal)
Canada Centre for Mineral and Energy Technology
(CANMET)
1 Oil Patch Drive,
P.O. Box 1280
Devon, Alberta
T0C 1E0
Telephone: (403) 987-8217

Western Research Laboratories (Coal)
Canada Centre for Mineral and Energy Technology
(CANMET)
4500-16th Avenue N.W.
Calgary, Alberta
T3B 0M6
Telephone: (403) 286-5540

Explosives Branch
Inspector of Explosives
220 Fourth Avenue S.E.
P.O. Box 2868, Station "M"
Calgary, Alberta
T2P 3C2
Telephone: (403) 292-4766

Regional Surveyor
Surveys and Mapping Branch
9942-108th Street
Edmonton, Alberta
T5K 2J5
Telephone: (403) 420-2496

British Columbia

Departmental Information Office
Conservation and Renewable Energy Office
Room 200
100 West Pender Street
Vancouver, British Columbia
V6B 1R8
Telephone: (604) 666-5863

Geological Survey of Canada
Cordillaran Geology Division
100 West Pender Street
Vancouver, British Columbia
V6B 1R8
Telephone: (604) 666-0529

Pacific Geoscience Centre
Geological Survey of Canada
9860 West Saanich Road
P.O. Box 6000
Sydney, British Columbia
V8L 4B2
Telephone: (604) 656-8438

Explosives Branch
Inspector of Explosives
Sun Tower Building, 7th Floor
100 West Pender Street
Vancouver, British Columbia
V6B 1R8
Telephone: (604) 666-0366

Geological Survey of Canada
Surveys and Mapping Branch
1300-800 Burrard Street
Vancouver, British Columbia
V6Z 2J4
Telephone: (604) 666-5316

Yukon

Departmental Information Office
Conservation and Renewable Energy Office
2078 Second Avenue
Whitehorse, Yukon
Y1A 1B1
Telephone: (403) 668-2828

Regional Surveyor
Surveys and Mapping Branch
Room 208
204 Range Road
Whitehorse, Yukon
Y1A 3A1
Telephone: (403) 668-2638

Northwest Territories

Canada Oil and Gas Land Administration
P.O. Box 1500
4914 50th Street
Yellowknife, Northwest Territories
X1A 2R3
Telephone: (403) 920-8175

Department of Information Office
Conservation and Renewable Energy Office

Precambrian Building
10th Floor
4922-52nd Street
P.O. Box 68
Yellowknife, Northwest Territories
X1A 2N1
Telephone: (403) 920-8475

Geological Survey of Canada
Surveys and Mapping Branch
Bellanca Building, 8th Floor
50th Street
P.O. Box 668
Yellowknife, Northwest Territories
X1A 2N5
Telephone: (403) 920-8295

Publications

Pamphlets, brochures, guidebooks and other publications that cover a wide variety of departmental programs and services are available free of charge from the Department through any of the offices listed above. General publications can be procured through authorized Government of Canada bookstore agents and other bookstores, or by mail from the Canadian Government Publishing Centre, Supply and Services Canada, Hull, Québec, K1A 0S9. Maps are available at the Information and Sales Centre, Department of Energy, Mines and Resources, 580 Booth Street, Ottawa, Ontario, and at the Regional Map Sales Office, 1535 Ste-Foy Road, Québec, Québec.

Libraries

Libraries with public reading area facilities are located at the following addresses:

Geological Survey Library
Room 350
601 Booth Street
Ottawa, Ontario
K1A 0E8
Telephone: (613) 995-4163

Canada Centre for Mineral and Energy Technology
(CANMET)
Library
555 Booth Street
Ottawa, Ontario
K1A 0G1
Telephone: (613) 995-4132

Headquarters Library
580 Booth Street
Ottawa, Ontario
K1A 0E4
Telephone: (613) 996-0825

Surveys and Mapping Library
Room 136
615 Booth Street
Ottawa, Ontario
K1A 0E9
Telephone: (613) 995-4071

Earth Physics Library
1 Dominion Observatory Crescent
Ottawa, Ontario
K1A 0Y3
Telephone: (613) 995-5558

Canada Centre for Remote Sensing Library
240 Bank Street, 5th Floor
Ottawa, Ontario
K1L 6R3
Telephone: (613) 995-5879

Cordilleran Geology Division Library
100 West Pender Street
Vancouver, British Columbia
V6B 1R8
Telephone: (604) 666-3812

Institute of Sedimentary and Petroleum Geology Library
3303-33rd Street N.W.
Calgary, Alberta
T2L 2A7
Telephone: (403) 292-5376

Map Resource Centre
615 Booth Street
Ottawa, Ontario
K1A 0E9
Telephone: (613) 990-7409

National Air Photography Library
615 Booth Street
Ottawa, Ontario
K1A 0E9
Telephone: (613) 995-4560

Conservation and Non-petroleum Sector
9th Floor
460 O'Connor Street
Ottawa, Ontario
K1A 0E4
Telephone: (613) 995-1118

Petroleum Incentives Administration
1st Floor
344 Wellington Street
Ottawa, Ontario
K1A 0E4
Telephone: (613) 996-2611

Access Procedures

Formal requests for information under the *Access to Information Act* and complaints and enquiries on the administration of the Act within the Department should be addressed to

Co-ordinator, Access to Information and Privacy
Department of Energy, Mines and Resources
580 Booth Street
Ottawa, Ontario
K1A 0E4
Telephone: (613) 996-0825

Branch heads decide on the disclosure of information under their control that may be subject to exemptions in the Act or to third-party notification.

Departmental Executives

At the corporate level, the assistant deputy minister, Finance and Administration, through the Access to Information and Privacy Secretariat, directs the implementation of policies and administrative procedures concerning the application of the Act throughout the Department, and will investigate all complaints on issues related to applications and service to the public. The deputy minister will oversee the final resolution of any complaints or legal actions concerning disclosure of information held by the Department.

Office of Environmental Affairs

Through the Office of Environmental Affairs (OEA), the Department of Energy, Mines and Resources is involved in the development of broad environmental policies affecting energy and mineral strategies. The Department participates in the Federal Environmental Assessment and Review Process (EARP) through OEA, by screening Department initiatives and by co-ordinating expertise in minerals, energy and earth sciences for the various EARP activities and reviews. OEA directs departmental research and development on the environmental and public health implications of Canada's energy policies.

ENERGY PROGRAM

Canada Oil and Gas Lands Administration

The Canada Oil and Gas Lands Administration (COGLA) has been established to administer the federal regulation of oil and gas exploration and development on Canadian land. It is the principal point of contact for proponents respecting operational matters. COGLA, on behalf of the Minister, negotiates exploration agreements, grants permits for drilling work, inspects drilling operations and negotiates related Canadian benefits plans for northern activity. The administrator of COGLA reports to the deputy ministers of Energy, Mines and Resources and Indian Affairs and Northern Development. Policy direction is provided by the Policy Review Committee, which includes senior personnel from both departments, thereby ensuring that oil and gas administration is consistent with both northern and energy policies.

Manuals

- Procedures Manual for Offshore Mineral Rights
- Procedures Manual for Orders-in-Council
- Accounting Procedures Manual for Oil and Gas Permits

Petroleum Incentives Administration

The Petroleum Incentives Administration is responsible for the administration of the *Petroleum Incentives Program Act* and the *Canadian Ownership and Control Determination Act*. In this capacity, the administration is responsible for the collection, analysis and study of information pertaining to the determination of companies' and individuals' Canadian ownership rate and control status and their eligibility for reimbursement of certain approved expenditures, and the development of policy and regulations.

Manuals

- Petroleum Incentives Program (PIP) Information Kit
- Canadian Ownership and Control (COCD) Determination Information Kit
- Manual of Interpretations of COCD Regulations (under development)
- Policy and Precedents Manual — PIP Program
- Case Assessment Criteria Manual — PIP Program

Energy Supplies Allocation Board

The board develops policies, programs and information systems for the allocation of crude oil and petroleum products in the event of an emergency, and for a supplementary rationing system to reinforce the allocation programs, if required. It monitors petroleum supply and demand trends to evaluate the need for emergency measures as provided by the *Energy Supplies Emergency Act*.

Manuals

- Crude Oil Allocation Manual
- Petroleum Products Allocation Manual
- Gasoline Rationing Manual
- Petroleum Emergency Allocation Systems Manual

Energy Policy Analysis Sector

This sector conceptualizes and develops Canadian energy strategy, policy and programs, negotiates and co-ordinates all aspects of Canadian energy policy in both the domestic and international areas, and co-ordinates energy policy and program functions at the departmental level. It also conducts economic and financial analyses concerned with energy policy alternatives, Canadianization, corporations, and energy projects and programs. The activities of the sector are carried out by the following branches: Energy Strategy, Financial and Fiscal Analysis, Corporate Development and Economic Analysis, International Energy Relations, and Energy Policy Co-ordination.

Conservation and Non-Petroleum Sector

The non-petroleum part of the sector conducts studies on coal, uranium and nuclear, electrical, transportation and renewable energy, for policy development and information purposes. It evaluates Canada's non-petroleum energy sources and reserves and determines the demand for these resources. It is also concerned with assessments and programs relative to resource exploration, development, transportation and transmission, and use.

Energy Conservation and Oil Substitution Branch

This branch analyzes energy demand in major end-use sectors to define the potential for energy conservation and develops programs to ensure that the full economic potential for conservation is attained. The branch is concerned with information dissemination, the provision of incentive grants and loans, and demonstrations and related conservation programs in support of greater conservation effectiveness in the residential, building, industry and federal government sectors.

Petroleum Sector

This sector conducts studies on petroleum and natural gas for policy development and information purposes. It evaluates Canada's oil and gas sources and reserves and determines the demand for these resources; it is concerned with assessments and programs on resources, exploration, development, transportation, processing, marketing, use and pricing; and it is responsible for such major programs as the Oil Import Compensation Program and the Distribution Systems Expansion Program. The activities of the Petroleum Sector are carried out by the following branches: Petroleum Utilization, Petroleum Resources, Oil Supply, Natural Gas, Oil Pricing and Compensation.

Manuals

- Oil Import Compensation Program Procedures Handbook
- New Petroleum Resources Compensation Program Procedures Handbook
- Domestic and Foreign Petroleum and Petroleum Products
- Levy Program Procedures Handbook
- Standard Procedures for Petroleum Measurement at Seaports

MINERALS AND EARTH SCIENCES PROGRAM

Earth Sciences Sector

This sector comprises activities of the Minerals and Earth Sciences Program directly related to Canada's landmass, its mineral and energy resources and geological hazards. All activities of the sector contribute directly to the attainment of the objectives of the Minerals and Earth Sciences Program.

A comprehensive, integrated geoscience knowledge base encompassing the whole of the Canadian landmass, onshore and offshore, is an essential prerequisite for exploration, development and management of mineral and fossil fuel resources, identifying and overcoming constraints to development and natural hazards, and minimizing the deleterious effects of human activity on the environment. Concerns for which this knowledge is critical include the effects of permafrost on petroleum development and transportation, pipeline routing, disposal of radioactive waste, geothermal energy, acid rain, seismic risks in areas of development and national defence. The activities of the Earth Sciences Sector are carried out by four branches: Earth Physics, Geological Surveys of Canada, Surveys and Mapping and the Polar Continental Shelf Project.

Earth Physics Branch

This branch contributes fundamental information on the geophysical framework and processes of the landmass, including a knowledge of the gravity and magnetic fields, geothermal properties and seismicity of the country.

Manuals

- Standard Seismograph Station Operator's Manual
- Regional Station Operator's Manual
- Instrument Operations in the Field and Laboratory

Geological Surveys of Canada

Geological Surveys of Canada contributes the results of the geological research and surveys, quantitative measurements resulting from geophysical and geochemical surveys, and research on exploration methods and technologies.

Manuals

- Catalogue of Scientific Projects

Surveys and Mapping Branch

This branch provides the foundation for the other activities of the sector, other government departments, municipal and provincial governments, agencies, and industries by providing the geodetic, topographic and geographic base of Canada. In addition, the branch has the responsibility for the periodic production of a national atlas, cyclic revision of aeronautical charts, electoral maps and the surveying of Canada Lands.

Divisions

- Branch Headquarters
- Geodetic Survey Division
- Topographical Survey Division
- Geographical Services Directorate
- Legal Surveys Division
- International Boundary Commission
- Reproduction and Distribution Division

Manuals

- ER 18 Inertial and Gyro Systems
- ER 19 Field Reports
- Digital Mapping Standards
- 15 Year Long Range Plan — International Boundary Commission Field Manual

Polar Continental Shelf Project

The Polar Continental Shelf Project provides a centralized logistic service for scientific work being conducted in the Arctic. In addition, it provides information to the scientific community and local inhabitants, on Arctic research and operations. It also conducts limited research into Arctic problems that are not being addressed by other agencies.

Research and Technology Sector

This sector is responsible for research that spans the accepted public sector spectrum of policy research and development, and protection and productivity technologies to enhance the development of Canada's renewable and non-renewable resources. Specifically, four activities in the Minerals and Earth Sciences Program and one activity in the Energy Program address technologies for the extraction, processing, use and conservation of mineral and energy resources; for the regulation of explosives; and for remote sensing. These areas of interest — energy, mineral resources and high-technology industrial development — relate directly to government priorities for the 1980s. These activities are carried out by four branches: the Canada Centre for Mineral and Energy Technology (CANMET), the Canada Centre for Remote Sensing (CCRS), the Office of Energy Research and Development (OERD) and the Explosives Branch.

Canada Centre for Mineral and Energy Technology

The Canada Centre for Mineral and Energy Technology (CANMET) carries out research and development to ensure the effective use of minerals and energy, to develop new technology, and to ensure the availability of energy from innovative as well as traditional sources. Work proceeds in-house and through contracts to find ways of improving the recovery, processing and use of energy resources. Research focuses on developing alternative resources that lie untapped: oil sands and heavy oils; substituting coal for oil and gas in the generation of electrical energy; and minerals technology. The focus is on exploitation of deep-lying, complex deposits, recycling waste products and reducing environmental damage. CANMET is also charged with the certification of non-destructive testing personnel for government and industry. Work is carried out through the Physical Metallurgy Research Laboratories (PMRL), the Mining Research Laboratories (MRL), the Mineral Sciences Laboratories (MSL) and the Energy Research Laboratories (ERL).

Manuals

- User Manuals for Computer Applications
- Procedure Manuals for X-Ray Analysis of Mine Dust
- X-Ray Operations
- Analytical Method of Waste Water
- Guide for the Preparation of CANMET Publications

Canada Centre for Remote Sensing

The Canada Centre for Remote Sensing (CCRS) is responsible for the development and demonstration of systems, methods and instruments to acquire, disseminate and analyze remote sensing data from aircraft and satellites as a contribution to the development of effective information and management systems for Canada's land and ocean resources and environment.

Manuals

- Manual for Operation of Photographic Analysis System

Explosives Branch

This branch is responsible for the administration of the *Canada Explosives Act* and related activities in the explosives field. Its responsibility includes control over all factories that produce commercial blasting explosives, military explosives, blasting accessories, sporting ammunition, fireworks and other pyrotechnics, and control of the quality and safety of these products. The branch also monitors road transportation, storage, sale and importation of explosives.

Manuals

- Explosives Branch File Index

Office of Energy Research and Development

The Office of Energy Research and Development (OERD), as Secretariat for the Interdepartmental Panel on Energy Research and Development, is responsible for the development of federal research and development (R&D) policies to support national energy strategy options; collection of information on R&D and demonstration activities in federal and provincial departments and agencies, industry, universities, and internationally; provision of advice on the allocation of federal R&D resources; technical evaluation of federal R&D programs; management of energy R&D programs through contracts and co-operative agreements; and provision of information on Canadian energy research and development.

Mineral Policy Sector

This sector is responsible for developing, promoting, co-ordinating and recommending national policies, plans and programs for non-fuel minerals. It is also responsible for the collection, assembly and publication of national mineral statistics on behalf of the federal government in co-operation with the provinces and for the management on behalf of the federal government of mineral development sub-agreements with the provinces. In addition, the sector provides direction for the management of the Minerals Program within the Department.

Its work includes the collection of national and international data and intelligence, the conduct of ongoing appraisals, studies and representations in a provincial, national and international context on matters of exploration, development, production, processing, transportation, trade and use of non-fuel minerals. The sector is divided into three branches: Minerals and Metals Strategy, Economic Policy and Financial Analysis, Resource Supply and Information.

Manuals

- Mineral Policy Sector Records Index

Classes of Records

EMR/DEX-005
Science and Technology
Description: Information relating to scientific and technological research, and activities pertaining to Canada's landmass and its energy and mineral resources. In 1981, the Science and Technology Sector was restructured into the Research and Technology, and Earth Sciences Sectors. This class also includes information on general co-operation and liaison with provincial governments and foreign countries. *Topics:* Committee on the Challenges of Modern Society; international science and technology; unsolicited proposals; environment; air pollution; long range transport of air pollutants; Environmental Assessment and Review Process (EARP); land; water pollution; international environmental issues; co-operation and liaison; federal/provincial liaison; international liaison; energy technology; coal technology; explosives; remote sensing; international remote sensing.

EMR/DEX-010
Earth Sciences
Description: Information relating to Earth Sciences activities ensuring the availability of scientific data on the earth's crust necessary for effective resource management. *Topics:* Earth Sciences Sector program planning; interdepartmental liaison; provincial liaison; Advisory Committee on Northern Development; Earth Sciences international bilateral and multilateral relations; EMR Research Agreements Program (RAP); RAP applications assessments; Canadian universities/RAP; departmental grants review committee; provincial research councils/RAP; research institutes and societies/RAP; Earth Sciences Sector communications; Earth Sciences operations; Earth Physics operations; Geological Surveys operations; Polar Continental Shelf operations; Surveys and Mapping operations; Marine Geoscience; minerals issues.

EMR/DEX-015
Minerals
Description: Information relating to the advice and recommendations made in reference to strategies and policies concerning mineral exploration and development. *Topics:* Mineral supply and development; mineral evaluation and monitoring; mineral information systems; mineral information exchanges; mineral technology; international minerals.

EMR/DEX-020
Energy Policy
Description: Information relating to the establishment of federal energy policies, strategies and activities and to Canada's international energy relations. *Topics:* International Energy Agency (IEA); provincial energy policies; international energy policies; National Energy Program (NEP); Canadianization; acquisition and establishment of coal, oil and gas, mineral and uranium industries; provincial relations.

EMR/DEX-025
Economic Analysis
Description: Information relating to the analysis of the Canadian economy and economic outlooks and forecasts. Includes the assessment of macroeconomic impact of mineral and energy policies, regional development taxation, and the economic environment of foreign countries. *Topics:* Economic analysis; economic analysis of the Minerals Sector; Interdepartmental Economic Intelligence Committee; Committee of Deputy Ministers on Economic Development; Ministry of State for Economic Development (MSED); MSED auctions; regional economic development; federal economic development co-ordinators (FEDC); general and subsidiary development agreements; regional economic analysis and development in the Minerals Sector; international economic analysis; Organization for Economic Co-operation and Development (OECD); Canada/USSR Economic Co-operation Agreements and Mixed Commission; UN Economic and Social Council (ECOSOC); economic analysis of taxation policies and systems.

EMR/DEX-030
Emergency Planning
Description: Information relating to the development of policies, regulations, control systems, and information systems for the allocation of refined products to wholesale petroleum customers, and a supplementary rationing program to reinforce the allocation programs as required; to the monitoring of trends in petroleum supply and demand, and the administration of national emergency and demand restraint measures. *Topics:* Emergency planning; Energy Supplies Allocation Board (ESAB) administration; allocation and rationing.

DEPARTMENT OF ENERGY, MINES AND RESOURCES

EMR/DEX-035

Energy Conservation

Description: Information relating to the analysis of energy demand, to define the potential for energy conservation and the development of policies and programs to ensure that full economic potential for conservation is attained. Includes information on the provision of incentive grants and loans, and on related programs in support of energy conservation in the transportation, building, industry and federal government sectors. *Topics:* Energy conservation; provincial energy conservation; energy conservation in buildings; Canadian Oil Substitution Program (COSP); energy conservation in industry and transportation; Internal Energy Conservation Program; renewable energy resources.

EMR/DEX-040

Energy Research and Development

Description: Information relating to energy research and development, including public correspondence on various energy programs, liaison with Canadian universities, publications and press clippings on energy issues, as well as committees involved in energy research development. *Topics:* International energy research and development; IEA Committee on Energy Research and Development (CRD); provincial energy research and development; Alberta/Canada Energy Resources Research Fund (ACERRF), industry, Interdepartmental Panel on Energy Research and Development; research and development tasks and programs, proposals and fundings; conservation task; oil and coal task; nuclear energy task; renewable energy task; new liquid fuels task; conventional energy systems task; Office of Energy Research and Development (OERD); co-ordination and generic environment task; management of non-renewable resources; *Canada Oil and Gas Act* (Bill C-48); transfer of mineral rights; offshore mineral rights.

EMR/DEX-045

Non-Petroleum Sources

Description: Information relating to the assessment of Canada's non-petroleum sources and reserves such as coal, electrical energy, nuclear energy and uranium. *Topics:* Coal; coal resource development, production and marketing; international coal; electrical energy; resource development; production and marketing of electricity; electrical transmission lines; nuclear energy and uranium; nuclear and uranium resource development, production and marketing; nuclear waste management; irridated fuel waste (high level); low level radioactive waste (LLRW); international nuclear energy and uranium.

EMR/DEX-050

Petroleum Sources

Description: Information relating to the assessment of Canada's petroleum sources and reserves; supply and demand for these resources; resource exploration, development and translation. *Topics:* Petroleum industry; petroleum products pricing; gas pricing; petrochemicals; petroleum sources and reserves; petroleum exploration; offshore drilling; petroleum utilization; petroleum supply and demand; petroleum exports and exchanges; international petroleum industry; transportation; transportation studies; pipelines; certificates of public convenience and necessity; pipeline activities and projects.

EMR/DEX-055

Pricing and Compensation

Description: Information relating to the analysis of imported petroleum compensation; system of price blending and reference (incentive) pricing. *Topics:* Petroleum Incentive Administration (PIA); Petroleum Monitoring Agency (PMA).

EMR/EVA-060

Environmental Affairs

Description: Information relating to the co-ordination of departmental participation in environmental assessment review. Includes advice and recommendations to senior management on environmental matters as they pertain to Energy and Mineral policy. *Topics:* Associations and organizations; environmental conferences; liaison; environmental committees; air emissions; acid rain; lead in gasoline issues; long range transport of air pollutants; Arctic environmental issues; climatic issues; energy research and development; energy sources; environmental assessment and review process; mineral industry issues; nuclear issues.

EMR/CGA-065

Canada Oil and Gas Lands Administration

Description: Information relating to the management of federal interests in development, exploration and production of oil, gas and other mineral resources in the Canada Lands. *Topics:* Interdepartmental, provincial and international liaison; northern development; constitutional development; energy and economics studies; federal, provincial and international legislation; resources management legislation; *Public Land Grants Act and Territorial Lands Act; Oil and Gas Production and Conservation Act;* socioeconomic concerns; environmental concerns; committees; company information; Petroleum Incentives Program.

EMR/CGA-070

Canada Benefits

Description: Information relating to analysis and management of procurement plans submitted by oil and gas operators seeking exploration agreements, to ensure benefits to the Canadian economy. *Topics:* Canada benefits packages; employment benefits; East Coast employment benefits; northern regions employment benefits; industrial benefits; social benefits; consultant services; project notification; research and development programs; sector supply and services; technology transfer; work plans and status reports.

EMR/CGA-075

Environmental Protection

Description: Information relating to the protection of oil and gas operations in marine and coastal areas from environmental risks, as well as the protection of the environment from the effects of drilling operations. *Topics:* Environmental protection and marine pollution; contingency planning; industry contingency planning; international contingency planning; environmental assessment; East Coast offshore environmental assessment; environmental assessment and review process; environmental studies revolving fund; environmental research and development; biological environment; northern environment; physical environment; physical oceanography; meteorology and climate studies; financial security; work plans and status reports.

EMR/CGA-080

Land Management

Description: Information relating to the negotiation, issuing and administering of oil and gas exploration and production rights. *Topics:* Mineral rights on Canada Lands; accounting; production reports; oil and gas leases; mineral rights on public lands; mining leases; reservation of mines and minerals; royalties; titles; production evaluation; guaranty deposits; mineral rights transfer; work plans and status reports.

EMR/CGA-085

Policy Analysis and Co-ordination

Description: Information relating to analysis, development and interpretation of policy with respect to the management of oil and gas exploration and development activities on Canada Lands. *Topics:* Provincial oil and gas issues; provincial negotiations; policy review; work plans and status reports.

DEPARTMENT OF ENERGY, MINES AND RESOURCES

EMR/CGA-090
Resource Evaluation
Description: Information relating to the estimation of oil and gas reserves and potential on Canada Lands. *Topics:* Deep seabed resources; deep ocean mining; ocean mining industry; international ocean mining; offshore mining of non-fuel minerals; mineral resource inventory; deep seabed resource management; shelf resources; shelf mining; shelf resource management; ocean resources citation retrieval; geoscientific projects; scientific research offshore and East Coast.

EMR/CGA-095
Engineering
Description: Information relating to the operational and occupational safety of drilling and developing activities on Canada Lands as it relates to the regulatory basis which governs equipment and procedures for drilling and production of oil and gas. *Topics:* Offshore operations; operations statistics; geological and geophysical offshore operations reports; marine diving; offshore drilling; pipelines and transportation; reservoir and reserve studies; offshore structures; field developments; Ocean Ranger accident; Ocean Ranger organization; Ocean Ranger investigations; Ocean Ranger Royal Commission and hearings; Ocean Ranger recommendations; Ocean Ranger public reports; work plans and status reports.

EMR/CGA-100
Offshore Programs
Description: Information on industry activities in the East Coast, Hudson Bay and Hudson Strait, and West Coast areas relating to offshore programs. *Topics:* Drilling operations on the Scotian Shelf, Grand Banks, Labrador Shelf, Gulf of St. Lawrence, and other offshore and onshore drilling; geophysics including combined geophysical surveys, air and sea magnetometer measurement, gravity, seismic reflection and refraction, shallow seismic measurement, processing and interpretation, and onshore geophysical surveys; geology including combined geological surveys, offshore geological surveys, paleontological/palynological studies (biostratigraphic), geochemistry, petrography (lithology), purchase of geological studies, in-house geological studies and onshore geological surveys; research involving environmental and feasibility studies, physical, biological and socioeconomic studies, engineering feasibility studies and geotechnical research.

EMR/CGA-105
Northern Operations
Description: Information on northern operations in the Yukon Territory, Northwest Territories, Mackenzie Delta, Beaufort Sea, Arctic Islands, Arctic Lowlands and Eastern Arctic Offshore (Baffin Bay, Davis Strait, etc.) areas relating to offshore programs. *Topics:* Drilling operations on conventional landings; ice platforms; artificial islands; caissons (MAC); jack-up types and floaters; geophysics including combined geophysical surveys; air and sea magnetometer measurement; gravity; seismic reflection and refraction; shallow seismic measurement, processing and interpretation and onshore geophysical surveys; geology including combined geological surveys; offshore geological surveys, paleontological/palynological studies (biostratigraphic); geochemistry; petrography (lithology); purchase of geological studies, in-house geological studies and onshore geological surveys; research involving environmental feasibility studies; physical, biological and socioeconomic studies; engineering feasibility studies and geotechnical research.

EMR/PNA-110
Petroleum Incentives Administration (PIA)
Description: Information relating to administering both the *Canadian Ownership and Control Determination (COCD) Act* and the *Petroleum Incentives Program (PIP) Act* in order to actively contribute to the federal government's energy policy by increasing Canadian ownership and control of the petroleum industry and energy security in Canada. *Topics:* Committees; conferences; energy issues; oil and gas issues; Petroleum Incentives Administration reports; liaison; interdepartmental, international and provincial liaison.

EMR/PNA-115
Canadian Ownership and Control Determination (COCD)
Description: Information relating to the development and maintenance of policies, systems, procedures and regulations to administer the *Canadian Ownership and Control Determination (COCD) Act*. Includes receiving, processing and certifying applications for the Canadian Ownership Rate and Control Status Program. *Topics:* Canadian Ownership and Control Determination (COCD) corporate information; COCD guidebook; COCD operations; COCD committees; COCD conferences; COCD operations reports; Canadian ownership rate and control status programs (COR/CS); COR/CS documentation; COR/CS certificates; COR/CS guidelines; COR/CS operating procedures.

EMR/PNA-120
Canadian Ownership and Control Determination Policy
Description: Information relating to the development and maintenance of policies, precedents, and special studies in administering the *Canadian Ownership and Control Determination (COCD) Act* and Regulations in order to encourage increased Canadianization of the petroleum industry. *Topics:* Canadian Ownership and Control Determination (COCD) policy committees; COCD policy conferences; COCD policy reports; *COCD Act; COCD Act* interpretation; *COCD Act* qualified applicants; Canadian ownership rate and control status determination; *COCD Act* applications, certificates and administration; *COCD Act* disclosure of information; *COCD Act* regulation making authority; *COCD Act* enforcement; *COCD Act* judicial review and transmission provisions; Canadian ownership and control determination regulations; COCD Regulations interpretation and applications; specified Canadian ownership rates; Canadian ownership rates other than specified rates and rates of insurance companies and trust; COCD regulations administration; Canadian ownership rates of insurance companies; Canadian ownership rates of trust; COCD regulations schedules.

EMR/PNA-125
Petroleum Incentives Program (PIP)
Description: Information on the development and maintenance of policies, systems, procedures and regulations related to the provision of the eligible costs and Crown share incentives to applicants. Includes receiving, analyzing and processing company applications for incentive contribution and issuing payments. *Topics:* Petroleum Incentives Program (PIP); petroleum incentives committees; petroleum incentives information management system; petroleum incentives research, analysis and forecasting; petroleum incentives operations; petroleum incentives applicant documentation; petroleum incentives processing procedures; petroleum incentives case assessment; petroleum incentives financial payments and controls; petroleum incentives data control and operations; petroleum incentives case control; well and geochemical; geological and geophysical data analysis; quality control and standards; petroleum incentives reviews and audits; reviews and audits standards and practices.

EMR/PNA-130
Petroleum Incentives Program Policy
Description: Information relating to development and interpretation of the Petroleum Incentives Program legislation and regulations to increase Canadianization in the petroleum industry and to increase exploration and development in Canada. Includes assessment of case precedents and the development of policy, consistency of application of the *PIP Act* and Regulations, and the conduct of research, analysis and forecasting of demand in the oil and gas industry. *Topics: Petroleum Incentives Program (PIP) Act; PIP Act* interpretation; Petroleum Incentives Program (PIP); PIP administration; PIP

disclosure of information; PIP enforcement and general sections; PIP regulations; interpretation of the PIP regulations; interpretation of PIP regulations Part 1 (general) and Part 2 (adjusted eligible cost or expense).

EMR/ESB-135
Energy Supplies Allocation Board
Description: Information relating to the administration of the Energy Supplies Allocation Board (ESAB), established under the *Energy Supplies Emergency Act* for the allocation of crude oil and refined products in a national emergency. The board also monitors trends in petroleum supply and demand. *Topics:* Acts and regulations; provincial advisory committee; petroleum industry advisory committee.

EMR/ESB-140
Energy Emergency Planning
Description: Information relating to the development of programs and procedures with the Energy Supplies Allocation Board's involvement, dealing with actual or anticipated shortages of petroleum or disturbances in petroleum markets that may affect the national security, welfare, and economic stability of Canada. *Topics:* Operations; contracts; associations; committees; energy issues; International Energy Agency (IEA); IEA Standing Group on Emergency Questions; IEA Standing Group on Oil Market; IEA Standing Group on Long-Term Co-operation; IEA allocation systems tests; public information program; electronic data processing (EDP); allocation program EDP systems; rationing program EDP systems; operations analysis; provincial, interdepartmental and international liaison; compliance and audit; entitlement review; emergency organization.

EMR/ESB-145
National Emergency Agency for Energy (NEAE)
Description: Information relating to the establishment and operation of the NEAE, designed to regulate and control energy production, distribution and use during a national emergency other than an emergency assigned to the Energy Supplies Allocation Board. *Topics:* Emergency planning; Emergency Planning Canada; emergency planning exercises; emergency planning committees; North Atlantic Treaty Organization (NATO); NATO Petroleum Planning Committee; NATO Senior Civil Emergency Planning Committee.

EMR/ESB-150
Demand Restraint
Description: Information relating to the development of mandatory and voluntary demand restraint measures designed to reduce, control and regulate oil supply demand in an energy emergency. *Topics:* Interprovincial Advisory Committee on Energy (IPACE); liaison.

EMR/ESB-155
Allocation Planning
Description: Information relating to the development of policies, procedures, and systems ensuring equitable crude oil and petroleum products distribution in an energy emergency. *Topics:* Allocation systems test; fuel switching; logistics; petroleum industry liaison; price control; statistics; petroleum products; crude oil; rationing; diesel fuels rationing; gasoline rationing; liaison.

EMR/EPS-160
Energy Policy
Description: Information relating to management of the energy policy activity for the establishment of federal energy policies, strategies and activites with due regard to their economic, social, regional and environmental impact, and to Canada's international energy relations. *Topics:* Committees; corporate development; energy issues; National Energy Program; non-petroleum sources; petroleum resources; energy conservation; energy research and development; *Energy Security Act;* environment; liaison.

EMR/EPS-165
Macroeconomic Analysis
Description: Information relating to the macroeconomic analysis of the Canadian economy in relation to energy and the impact of energy policies on economic growth, employment, inflation, the balance of payments and regional development. *Topics:* Business expenditures; consumption; fiscal policy; foreign countries; government expenditures; housing; international trade; labour; monetary policy; prices and costs; regional conditions; savings; energy issues; investments; energy policies; energy price increases; employment and manpower; mineral issues.

EMR/EPS-170
Canadianization Program
Description: Information relating to management, development and monitoring of the Canadianization program to increase opportunities for Canadian ownership in the petroleum industry, including policy advice to the Foreign Investment Review Agency on energy-related investment transactions. *Topics:* Committees; component programs; corporate development; acquisitions; co-operative oil and gas ventures; joint ventures; corporate development in the private and public sector; energy issues; non-petroleum sources; petroleum sources; uranium and nuclear; Foreign Investment Review Agency (FIRA); liaison.

EMR/EPS-175
Energy Market Analysis
Description: Information relating to market analysis of energy supply, demand and price increase of petroleum and non-petroleum products and the impact of energy policies on the consumer and the economy. *Topics:* Automated systems, energy issues; energy demand and price analysis; forecasts; models; petroleum products; non-petroleum products; pricing; energy supply analysis; supply forecasts; supply models; petroleum products supplies; non-petroleum products supplies.

EMR/EPS-180
Energy Statistics
Description: Information relating to interpretation and analysis of statistics and data on all forms of energy commodities in Canada and foreign countries. *Topics:* Exports and imports; publications; coal; coal exports and imports; electricity; petroleum; petroleum exports and imports; petroleum prices; petroleum supply and demand; natural gas; natural gas exports and imports; natural gas prices.

EMR/EPS-185
Energy Policy Planning
Description: Information relating to planning and evaluation of federal energy policies, strategies and programs, including initiatives and negotiations with the provinces, territories and native peoples on energy-related issues. *Topics:* Liaison; provincial energy issues; federal issues on coal, electrical energy, energy conservation, petroleum, uranium and nuclear energy; federal-Atlantic issues on coal, electrical energy, energy conservation, petroleum, renewable energy, uranium and nuclear energy; federal-central issues on electrical energy, petroleum, uranium and nuclear energy; federal-northern issues on electrical energy, energy conservation, environment, land claims, petroleum, transportation; federal-western issues on coal, electrical energy, petroleum.

EMR/EPS-190
Financial and Fiscal Analysis
Description: Information relating to the analysis and recommendation of energy policies, with particular reference to revenue sharing, fiscal policy, project economics, industry investment and rates of return. Includes provincial fiscal regimes and energy corporations. *Topics:* Committees; consultants; associations; financial and statistical data; costs and expenditures data, revenue data, profits and financial performance data; activity reports; models; fiscal analysis; federal incentives; royalties and taxation; provincial royalties and incentives;

international systems; industry analysis; project analysis; oil sands projects; pipeline projects; liquid natural gas projects; enhanced oil recovery projects; upgraders projects; north and offshore frontier projects.

EMR/EPS-195
International Energy Relations
Description: Information relating to bilateral and multilateral energy relations and negotiations, visits to and from other countries, international energy organizations, foreign energy policies and international development assistance initiatives. *Topics:* Domestic committees; domestic energy organizations; Petro-Canada International Assistance Corporation; international conferences; world energy conference; bilateral energy relations; foreign countries; Canadian energy commodities; international energy comparisons; international energy organizations; European Economic Community (EEC), International Atomic Energy Agency (IAEA), International Energy Agency (IEA), Organization for Petroleum Exporting Countries (OPEC), Organization for Economic Co-operation and Development (OECD), United Nations (UN); visits and protocol.

EMR/EPS-200
Corporate Development
Description: Information relating to monitoring Crown corporations in the energy area and to short- and medium-term economic and policy analysis and evaluation related to current energy issues. *Topics:* Crown corporations; Atomic Energy Control Board; Atomic Energy of Canada Ltd.; Canertech; Eldorado Nuclear Ltd.; Petro-Canada; energy envelope; industrial benefits from energy projects; alternate energy sources; coal; electricity; electricity exports; electrical generation; energy issues; energy conservation; nuclear issues; nuclear exports; heavy water; nuclear industry; nuclear policy review; petroleum issues; downstream marketing; refining; upgraders; natural gas issues; natural gas exports; uranium issues; uranium exports.

EMR/EPS-205
Monitoring — Petroleum Monitoring Agency
Description: Information relating to monitoring the financial performance of the Canadian petroleum industry under the *Energy Monitoring Act* and Regulations. *Topics:* consultants; accounting practices; *Petroleum Corporations Monitoring Act* and Regulations; Canadian coal industry; Canadian petroleum industry; company data; balance of payments survey; energy research and development survey; quarterly industrial corporations survey; ownership and control; petroleum industry survey; special studies; drilling fund study; operating cost study; taxation study.

EMR/CNP-210
Conservation and Non-Petroleum
Description: Information relating to the overall management of the energy conservation and non-petroleum sources activities to ensure the development of adequate and secure sources of non-petroleum energy to meet Canada's energy requirements, and to develop and maintain policies and programs for the efficient use and conservation of energy. *Topics:* Energy issues; international energy; energy research and development; liaison; provincial liaison; non-petroleum sources; panel on energy research and development; panel tasks; Organization for Economic Co-operation and Development (OECD); International Energy Agency (IEA); IEA committee on research and development; Nuclear Energy Agency (NEA); NEA fuel cycle committee.

EMR/CNP-215
Electrical Energy
Description: Information relating to electrical energy in Canada and the development of policies and measures to improve the efficient use of electricity. Includes information on domestic and export markets, the development of renewable hydraulic sources, provincial utility policies, pricing financing, generation and electrical power systems. *Topics:* Economics and marketing; exports; financial; supply and demand; pricing and rates; electric power utilities; power systems; electrical publications and information; interdepartmental, international and provincial liaison; Canadian Electrical Association; research and development; Canadian Electrical Association research program; Hydro Québec Research Institute; supply, resources and development; hydro; Churchill Falls; Lower Churchill Development Corporation; small scale hydro; tidal generation; nuclear generation; Lepreau Station; thermal generation; coal; oil and gas; Coleson Cove Conversion Project; unconventional generation; transmission and distribution systems; interconnections; electrical utilization.

EMR/CNP-220
Uranium and Nuclear
Description: Information relating to uranium and nuclear energy sources and the development of uranium and nuclear policies. Includes information on uranium exploration and development, uranium exports and radioactive waste management. *Topics:* Communication plan; energy issues; heavy water production; industry and Crown corporations; international uranium and nuclear matters; European Atomic Energy Communities (EURATOM); International Atomic Energy Agency (IAEA); IAEA food and agriculture; IAEA information and technical services; IAEA laboratories; IAEA life science; IAEA nuclear power; IAEA nuclear safety and environmental protection; IAEA physical science; IAEA safeguards and non-proliferation, nuclear energy; nuclear exports; nuclear generation; nuclear costs; nuclear waste management; irradiated fuel waste; low level radioactive waste; uranium tailing waste; research and development; uranium energy; uranium enrichment; uranium exploration; uranium exports; international uranium marketing arrangement; Uranium Institute; uranium foreign ownership; uranium mining; uranium prices and rates; uranium processing and refining; uranium sources; uranium supply and demand; Uranium Canada Ltd.

EMR/CNP-225
Technology Transfer and Demonstration
Description: Information relating to the development of policies and programs for demonstrating and transferring the results of tested energy conservation material and equipment for more energy efficient buildings and housing units. *Topics:* Building codes and standards; energy conservation in the commercial sector; energy matters; energy conservation issues; international energy conservation; energy conservation materials and equipment; energy research and development; industrial sector; international, interdepartmental and provincial liaison; Canadian Electrical Association; renewable energy; residential sector; Arctic and northern housing; new housing; socioeconomic impact; transportation sector; urban sector.

EMR/CNP-230
Coal and Alternate Energy
Description: Information relating to the overall management and operations of the Coal and Alternate Energy activities for the development of coal, renewable energy and transportation energy policies and programs. *Topics:* Enerdemo Canada Program; energy issues; energy conservation; energy research; liaison.

EMR/CNP-235
Coal
Description: Information relating to the development of Canada's coal resources and the introduction and commercialization of new technologies for the efficient and environmentally sound use of coal. *Topics:* Economics and marketing; international marketing; environmental concerns; interdepartmental and provincial liaison; mining methods and issues; coal conversion technologies; Scotia Coals Synfuel Project; coal research and development; coal resources; coal companies; coal resources on federal owned land; ownership and

control; coal transportation; railway systems; slurry pipelines; coal treatment; coal utilization; coal mixtures; peat resources.

EMR/CNP-240
Transportation Energy
Description: Information relating to the development of policies and the administration of programs to encourage energy conservation and the use of new and alternate fuels in the transportation sector. *Topics:* Transportation fuels; gaseous fuels; propane; Propane Vehicle Grant Program; Federal Propane Vehicle Grant Program; compressed natural gas (CNG); CNG research and technology; CNG Vehicle Grant Program; CNG Fueling Station Program; CNG associations; liquified natural gas; hydrogen; liquid hydro carbon; liquid synthetic; alcohol; International Symposium on Alcohol Fuels; ethanol; methanol; associations; fuels industry; Transportation Fuels Council; vehicle industry; research and development; transportation systems; Outreach programs; ridesharing; federal vanpool program; vehicles; air vehicles; marine vehicles; off-road vehicles; rail vehicles; road vehicles; automobiles; automotive exhaust emissions standards; buses; electric hybrid vehicles; engine systems; motor vehicle fuel consumption standards; government motor vehicle industry committee; trucks.

EMR/CNP-245
Renewable Energy
Description: Information relating to the development, implementation and administration of programs and policies for renewable forms of energy such as biomass, solar and wind. *Topics:* Alternative energy sources; biomass; biomass equipment; gaseous fuels from biomass; liquid fuels from biomass; solid fuels from biomass; peat; conventional energy; energy conservation techniques and technologies; geothermal energy; research and development; small scale hydro; solar energy; active, passive solar; photovoltaics; wind energy; interdepartmental, international and provincial liaison; renewable energy programs; Accelerated Demonstration of Solar Domestic Water Heating Program; Commercial/Industrial Solar Demonstration Programs; Conservation and Renewable Energy Demonstration Agreements and Programs (CREDA/CREDP); DREE Modernization Program; Energy from the Forest Biomass Conversion (ENFOR); Forest Industry Renewable Energy (FIRE); Purchase and Use of Solar Heating (PUSH); Renewable Energy Conversion Assistance Program (RENCAP); Remote Community Demonstration Program (RCDP); Special Projects Demonstration Program; Enerdemo Program.

EMR/CRB-250
Energy Conservation and Oil Substitution
Description: Information relating to management and operations of the Energy Conservation and Oil Substitution activity to ensure the development and maintenance of policies and programs relating to energy conservation and oil substitution in the residential, industrial and federal sectors of the economy. *Topics:* Energy issues; international energy; energy conservation; international energy conservation; energy research and development; panel on energy research and development; international energy research and development; provincial energy research and development; energy taxation; liaison; Organization for Economic Co-operation and Development; International Energy Agency; renewable energy matters; transportation matters.

EMR/CRB-255
Policy and Co-ordination
Description: Information relating to the analysis, planning and implementation of energy conservation policies in the commercial, industrial, institutional and residential sectors. *Topics:* Policy development; economic analysis; consumer behavior; energy services; regional analysis; energy matters; energy conservation; materials and equipment; energy conservation in the commercial, industrial, residential and transportation sectors; energy research and development; institutional analysis; Canertech; program review and evaluation; interdepartmental, international and provincial liaison; renewable energy; sales tax exemptions; special studies; technology and standards; appliances standards; Canadian Electrical Association; Canadian General Standards Board; Canadian Standards Association; urban systems analysis; waste recovery and district heating.

EMR/CRB-260
Regional Operations
Description: Information relating to regional operations activities and the responsibilities of the 12 Conservation and Renewable Energy Offices located in each province and territory to assist in program delivery and inform the public on energy options and programs. *Topics:* Energy project management; Federal Economic and Development Co-ordination (FEDC); service to the public; energy matters; energy conservation; Arctic and northern energy conservation; codes and standards; energy conservation in the commercial, industrial, residential, transportation and urban sectors; energy research and development; associations and organizations; interdepartmental, international and provincial liaison; renewable energy; biomass; solar.

EMR/CRB-265
Home Energy
Description: Information relating to the development of policies and programs to encourage energy conservation and oil substitution in the residential sector. *Topics:* Energy matters; energy conservation; building codes and standards; consumer behavior; industrial sector; materials and equipment; residential sector; energy pricing and taxation; energy research and development; interdepartmental, internatioanl and provincial liaison; renewable energy; Heatline; technical resources.

EMR/CRB-270
Federal Energy Management
Description: Information relating to internal energy conservation programs developed to provide the efficient use, conservation and reduction in consumption of energy by federal government departments, agencies and Crown corporations. *Topics:* Energy matters; provincial energy; energy conservation codes and standards; energy conservation materials and equipment; energy conservation in the industrial, commercial and transportation sectors; energy pricing and taxation; energy research and development; liaison; interdepartmental, international and provincial liaison.

EMR/CRB-275
Industrial Energy
Description: Information relating to the development of policies and programs that provide assistance to the industrial, commercial, institutional and agricultural sectors in the efficient use of energy conservation. *Topics:* Commercial sector; commercial task forces; agricultural task force; distributive trade task force; hospitals task force; hotels and motels task force; offices task force; universities and colleges task force; database and analysis; industry task forces council; industries; chemical industry; electrical and electronic manufacturing industry; farm and industrial equipment industry; ferrous metals industry; food and beverage industry; general manufacturing industry; industrial minerals industry; machinery and equipment industry; mining and metallurgy industry; non-prescription medicines industry; petroleum industry; plastic industry; pulp and paper industry; textile industry; transportation industry; wood products industry; publications and information; provincial, international and interdepartmental liaison; associations; Canadian Electrical Association; techniques, equipment and technologies; waste management.

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EMR/CRB-280
Federal Government Programs
Description: Information relating to delivery of federal government programs on energy conservation and oil substitution in residential and industrial sectors, federal energy management and technology transfer and demonstration. *Topics:* National Energy Program (NEP); Energy Conservation and Oil Substitution Branch Program; Atlantic Energy Conservation Investment Program (AECIP); Building Energy Technology Transfer Program (BETT); BETT lead agencies; BETT liaison with associations, private sector companies, universities and research institutes; Biomass Energy Loan Guarantees Program; Canada Home Energy Program (CHEP); Canada Oil Substitution Program (COSP); COSP application processing; COSP CMHC delivery; COSP utility companies delivery; COS CREO delivery; COSP eligibility criteria; COSP fraud; Gas Electric Conversion Assistance Program (GELCAP); Renewables Conversion and Enhanced Conservation Assistance Programs (RENCAP/ECAP); Canadian Home Insulation Program (CHIP); CHIP inspections and quality assurance; CHIP program delivery; CHIP eligibility criteria; CHIP research and technology transfer; CHIP industrial liaison; CHIP investigations; CHIP program review and evaluation; Compressed Natural Gas Program; CNG Fueling Stations Program; Conservation and Renewable Energy Development and Demonstration (CREDA/CREDP); Consumer Education Programs (CEP); CEP audits; CEP marketing; Federal Energy Management Program (FEMP); Internal Energy Conservation Program (IECP); Surveys Workshops Information and Monitoring (SWIM); FEMP off-oil conversion; FEMP retrofit; Forest Industry Renewable Energy (FIRE); Industrial Conversion Assistance Program (ICAP); Industrial Energy Management Program (IEMP); Industry Energy Research and Development Program (IERD); Municipal Energy Management Program (MEMP); National Energy Audit Program (NEAP); Energy Bus; Nova Scotia Energy Conservation Subsidiary Agreement; Propane Vehicle Grant Program; Remote Community Demonstration Program; Small Projects Fund; Solar Domestic Hot Water Heating Program (SDHW); Commercial/Industrial Solar Demonstration Program; Special Projects Demonstration Program; Super Energy Efficient Housing Demonstration (SEE); SEE-R2000 builder selection and approval; Consulting Advice Assistance Program (CAAP); Tax Incentives Program (TIP).

EMR/PTS-285
Petroleum
Description: Information relating to management of petroleum activity to ensure the development of adequate and secure sources of petroleum to meet Canada's energy requirements. The program includes the assessment of Canada's petroleum sources and reserves, and the development of oil and gas policies. *Topics:* Committees; legislation and regulations; energy issues; Energy Emergency Planning Group/Energy Supplies Allocation Board; international and provincial liaison.

EMR/PTS-290
Petroleum Utilization
Description: Information relating to the transportation, refining and marketing of petroleum in Canada to ensure efficient utilization of domestic and imported petroleum resources. *Topics:* Committees; electronic data systems; operations; international liaison; exports; imports; import compensation; downstream operations; petroleum products marketing; demand trends; petroleum products marketers; independent marketers; petroleum products consumption taxes and charges; marketing studies; petroleum products monitoring; monitoring of petroleum prices; petroleum products posted prices; petroleum sales realizations; aviation fuel sales realizations; processing of petroleum; petrochemical industry; international petrochemical industry; refineries; processing supply; processing technology; upgrading; transportation.

EMR/PTS-295
Petroleum Resources
Description: Information relating to the analysis and policy development of all aspects of the upstream side of the oil industry from land tenure, geology, geophysics, exploration and development drilling to reserves and production of oil and gas. Includes resource assessment, enhanced oil recovery and supply-costing of future oil and gas development. *Topics:* Committees; economic analysis; petroleum resources operations; associations; electronic data processing; environmental impact; oil and gas industry; provincial and international liaison; engineering; engineering costs and expenditures; ownership; resource supply pricing; research and development; reserves; fossils fuels; hydrocarbon liquids reserves; hydrocarbon assessments; oil reserves; frontier oil reserves; enhanced recovery; oil shut-in; oil sands reserves; upgrading; heavy oil provincial agreement; gas reserves; deep basin and tight gas reserves; frontier gas reserves; gas shut-in; fiscal regime; transportation; upstream activities; reserves development; oil and gas exploration and production.

EMR/PTS-300
Oil Supply
Description: Information relating to the analysis of Canada's oil requirements and the availability of domestic and international oil supplies to ensure that current and future oil needs are met. *Topics:* Electronic data systems; emergency oil inventory; domestic oil supply; export; export pricing, taxes and charges; imports; domestic oil industry; domestic oil pricing; supply and demand; heavy crude oil supply and demand; charges; transportation; international oil supply; Organization of Petroleum Exporting Countries (OPEC); Organization of Arab Petroleum Exporting Countries (OAPEC); private international oil industry; government owned international oil industry; Organization for Economic Co-operation Development (OECD); International Energy Agency (IEA); world oil market.

EMR/PTS-305
Natural Gas
Description: Information relating to various natural gas issues affecting the marketing, pricing and transmission of natural gas in interprovincial and international trade, including the designing and administering of federal expenditure programs aimed at expanding markets within Canada. *Topics:* Consultants; natural gas operations; associations; Canada Lands; gas exports; gas export pricing; fiscal regime; natural gas industry; natural gas information program; international natural gas; major projects; pipeline projects; natural gas marketing; natural gas pricing; supply and demand; provincial activities; natural gas liquids; propane; butane; ethane; methanol; compressed natural gas; natural gas liquid industry; Market Development Incentive Payment (MDIP); Distribution System Expansion Program (DSEP); DSEP propane; Transmission System Expansion Program (TSEP); Transporation Assistance Program (TAP); Gas Marketing Assistance Program; Natural Gas Laterals Program.

EMR/PTS-310
Oil Pricing and Compensation
Description: Information relating to the development, analysis and administration of petroleum compensation and pricing programs. *Topics:* Electronic data systems; committees; liaison; legislation; branch operations; associations; petroleum compensation accounting; transhipment cases; Interprovincial Pipe Line Deficiency Agreement; Petroleum Compensation Advisory Committee; pipeline companies; Restrictive Trade Practices Commission; supply and demand; domestic transfer compensation and inspection program; exchange compensation program; Oil Import Compensation Program (OICP); OICP audits; OICP enquiries; OICP inspection program; OICP rate determination; OICP asphalt; OICP carbon black feedstock; OICP exports; OICP heavy fuel oil; OICP Mexican crude oil imports; OICP petroleum product imports; OICP oil exports from St-Regis Indian Reserve; special compensation; synthetic compensation program

(Syncrude and Suncor); petroleum levies; petroleum levies submissions; petroleum levies penalties; petroleum levies audit; Canadian ownership special charge; petroleum compensation charge; transportation fuel compensation recovery charge; oil pricing; blended price system; crude oil pricing; industry cost data; pricing negotiations and agreement; New Oil Reference Price (NORP); NORP calculation; NORP pentanes plus; NORP synthetic oil; NORP supplement; NORP tertiary recovery; Reference Oil Pricing; Special Old Oil Price (SOOP).

EMR/UCL-315
Corporate Records
Description: Information relating to activities of Uranium Canada Limited in the international and domestic uranium markets, including administration of contracts, sales, loans and delivery from the uranium stockpiles. *Topics:* Annual reports, bylaws, resolutions and meetings of directors; negotiations and contracts, deliveries to and from the uranium stockpiles, sales proposals and agreements; international markets and trade in uranium; and Canadian and International Uranium Producers' meetings.

EMR/PHB-320
Earth Physics
Description: Information relating to the overall management of the Earth Physics activity to ensure the availability of geophysical knowledge on the solid earth, and more specifically on the Canadian landmass and offshore areas. *Topics:* Associations and organizations; societies; committees; liaison; departmental, international, provincial, universities liaison; earth physics publishing; earth physics research and development; research agreements; earth physics unsolicited proposals; program for industry laboratory projects (PILP) earth physics interdisciplinary projects; nuclear fuel waste management program; Lomonosov Ridge Experiment (LOREX); Canadian Expedition to Study the Alpha Ridge (CESAR); Frontier Geoscience Program.

EMR/PHB-325
Geodynamics
Description: Information relating to the monitoring of polar motion, earth rotation and crustal stability of the Canadian landmass and research on the dynamics of the earth. Aspects include investigations of crustal strain and tilt related to tectonic movements, groundwater levels and earthquake predictions. *Topics:* Global geodynamics; global dynamic observatories; satellite and astronomical observatories; global positioning system; long baseline interferometry system; photo zenith tube system; global dynamics systems development and instrumentation; global dynamics analysis and interpretation techniques; crustal dynamics; crustal dynamics of the Charlevoix region; long baseline techniques; crustal dynamics of Vancouver Island; NASA crustal dynamics project; geodynamics systems development and instrumentation; absolute gravity service; airborne gravity.

EMR/PHB-330
Geomagnetism
Description: Information relating to monitoring of the geomagnetic field over the Canadian landmass and offshore areas, and research on the magnetic structure of the earth and the nature of the geomagnetic field. *Topics:* Canadian magnetic observatory network; magnetic observatories; geomagnetic systems development and instrumentation; geomagnetic data management; magnetic charts; geomagnetic earth structure studies; paleomagnetism.

EMR/PHB-335
Geothermics
Description: Information relating to research into the thermal regime of the Canadian landmass, both onshore and offshore, the potential for geothermal energy in Canada, and the significance of permafrost and gas hydrates to northern development. *Topics:* Geothermal laboratory measurement and field support; geothermal studies; heat flow processes; regional heat flow studies; geothermal energy; geothermal energy co-ordination; Atlantic region geothermal energy; geothermal energy in sedimentary basins; cordillera geothermal energy; permafrost; offshore permafrost; regional permafrost; moisture migration phenomena; gas hydrates.

EMR/PHB-340
Gravity
Description: Information relating to gravity surveys of the Canadian landmass and offshore areas, provision of national gravity standards and gravity data, compilation of regional and national gravity maps and research into the gravity field and structure of the earth. Aspects include coordination, planning and contracts. *Topics:* Gravity mapping; gravity map compilation; gravity maps and charts; gravity mapping systems development and instrumentation; standards and data systems; Canadian gravity standardization network; mathematical method and systems; gravity mathematical modelling; gravity earth structure studies; gravity crustal studies; Arctic gravity studies; meteorite impact processes; gravity intrusion studies; planetary evolution studies.

EMR/PHB-345
Seismology
Description: Information relating to monitoring of seismic ground motion (earthquakes) and structure and dynamics of the Canadian landmass and offshore areas. *Topics:* Canadian seismograph network; seismograph network standard stations; seismograph network regional stations; eastern Canadian telemetered network; western Canadian telemetered network; strong-motion seismograph network; seismograph network special and temporary stations; Yellowknife geophysical observatory; seismological systems development and instrumentation; seismological data management; earthquake studies and seismic hazards; seismological earth structure studies; geoscience of nuclear explosions; ARMS control project; peaceful nuclear explosions.

EMR/GSC-350
Geological Surveys
Description: Information relating to management of the Geological Survey activity to ensure availability of comprehensive knowledge, technology and expertise pertaining to the geology of the Canadian landmass and offshore areas for identification, exploration and exploitation of Canadian mineral and energy resources. Aspects include studies and research on the earth's surficial deposits, crust and upper mantle. *Topics:* Committees, conferences; liaison with associations, organizations, institutes, societies, companies, foreign countries, provinces, colleges and universities; research and development; Industrial Research Agreements Program; Program of Industries Laboratories projects; Panel on Energy Research and Development; Geological Survey unsolicited proposals; federal/provincial agreements; Mineral Development Agreements; boundary disputes; frontier geoscience program; ocean mining and research program; oil and gas resources and exploration.

EMR/GSC-355
Central Laboratories and Technical Services
Description: Information relating to the compositional analysis of rocks, minerals, ores and other geological materials used in connection with branch scientific projects. Also includes the provision of mineralogical information to the public. *Topics:* Liaison; research and development; analytical chemistry; standards; mineralogy; national collections; rock and mineral information services; technical services.

EMR/GSC-360
Economic Geology
Description: Information relating to the integration of regional geology and mineral deposit data and metallogenic concepts to determine the probable distribution and potential abundance of

Canada's non-hydrocarbon mineral resources. Also includes appraisals of individual commodities. *Topics:* Liaison; research and development; geomathematics; mineral data bank; deposit geology; mineral deposits; uranium resource evaluation; Co-operative Mineral Agreement Program.

EMR/GSC-365
Geologcial Information

Description: Information relating to management and operations of the Geological Information division activities to ensure the results of the branch's scientific programs are made available to industry, other government agencies and the general public. *Topics:* Communication plans; cartography; library services; library exchange agreements; Geoscan; Geoscan federal/provincial agencies; publication production; publication services; technical photography.

EMR/GSC-370
Precambrian Geology

Description: Information relating to management and operations of the Precambrian Geology activities ensuring the availability of comprehensive knowledge, technology and expertise on the bedrock geology and mineral resources of the Canadian Precambrian Shield, and plutonic and igneous rocks in Atlantic Canada. *Topics:* Equipment development; standards; statistics; geochronology; paleomagnetism; petrology.

EMR/GSC-375
Resource Geophysics and Geochemistry

Description: Information relating to management and operations of the Resource Geophysics and Geochemistry division in the development and demonstration of improved technologies and the applications of these technologies in surveys of the Canadian landmass. *Topics:* Geoscience aid projects; regional geophysics; aeromagnetic surveys; resource geochemistry; resource geophysics.

EMR/GSC-380
Terrain Science

Description: Information relating to management and operations of Terrain Sciences activities to ensure the availability of comprehensive knowledge and expertise on surficial materials, natural terrain hazards, and the capabilities of the terrain to support human activities. *Topics:* Environmental studies; publishing and editing; geomorphic process and engineering geology; transportation and hydrocarbon development; nuclear fuel waste management program; EMR/AECL Co-ordinating Program; paleoecology and geochronology; paleoecology laboratory; sedimentology and mineral tracing; regional projects.

EMR/GSC-385
Atlantic Geoscience

Description: Information relating to management and operations of Atlantic Geoscience activities to ensure a comprehensive knowledge, technology and expertise on the geology of the Atlantic and Arctic offshore regions of Canada and the sedimentary basins of the Appalachian region. *Topics:* Automated systems; equipment; eastern petroleum geology; environmental marine geology; library services.

EMR/GSC-390
Cordilleran Geology

Description: Information relating to management and operations of the Cordilleran Geology activities to increase the knowledge of the composition, age, distribution and origin of regionally mappable rock units to better assess the mineral and hydrocarbon potential in the Canadian Cordillera and adjacent offshore regions. *Topics:* Automated systems; liaison; cartography; marine geology; micropaleontology; research studies; library services.

EMR/GSC-395
Sedimentary and Petroleum Geology

Description: Information relating to activities, management and operations associated with Sedimentary and Petroleum Geology activity; specifically, geological knowledge base for Canada generally and Arctic sedimentary basins in particular. *Topics:* Scientific committees; conferences; liaison with associations, companies, federal government departments, foreign countries, provinces, universities and colleges; research and development; research grants; boundary disputes; Frontier Energy Geoscience Program; unsolicited proposals; Nuclear Fuel Waste Management Program; publications; coal geology; paleontology; petroleum geology; geochemistry; petroleum resources appraisal secretariat; regional geology; Arctic Islands; mainland; sedimentary and petroleum geology research projects.

EMR/SMB-400
Surveys and Mapping

Description: Information relating to management of the Surveys and Mapping activity to ensure geodetic, topographic and selected geographic information required for effective resource management, land use and demarcation, engineering works, urban development, transportation, defence and public safety. The program includes a national network of horizontal and vertical positional reference monuments; topographical and geographical information on the Canadian landmass; preparation, publication and distribution of maps, charts, publications, aerial photographs, gazetteers, and the National Atlas of Canada; boundary and property surveys on federal land and international boundaries. *Topics:* Surveys and mapping associations; organizations; committees and conferences; liaison; projects; research and development.

EMR/SMB-405
Canada Lands Surveying

Description: Information relating to management and regulation of all surveys carried out in Canada Lands, as stipulated in the *Canada Lands Surveys Act*. Canada Lands include all land in the Yukon and Northwest Territories that is not privately owned, Indian Reserves, national parks and the lands offshore. *Topics:* Board of examiners for Canada Lands surveyors; survey contracts; co-ordinated survey areas; boundary surveys; electoral districts legal surveys; federal government surveys; Indian reserves; legal survey monument co-ordinate file; national and historical parks and sites; offshore surveys; survey information procedures; survey records; territories surveys; territorial resources base mapping; mining surveys; rights of way; settlement site surveys.

EMR/SMB-410
Geodesy

Description: Information relating to the creation and maintenance of a national geodetic survey network, which is fundamental to all forms of surveying. Aspects of geodetic information include measurements of latitude, longitude, elevation, geometry of the earth's surface and its physical anomalities. *Topics:* Geodesy committees; global positioning system; liaison; projects; geodetic information; data analysis and adjustment; data services; secondary integration; field surveys; inertical survey system (ISS); primary horizontal control; primary vertical control; satellite doppler; secondary control; research and development.

EMR/SMB-415
Geographical Mapping

Description: Information relating to the earth's surface, form, physical features, national and political divisions, climate, productions and population. *Topics:* Committees; liaison; aeronautical charting; flight information amendments, instrument flight rules, visual flight rules; Canadian permanent committee on geographical names: national toponymic database (NTDB), principles, proposals, war casualty names; geographical maps and information; general cartographic services; international map of the world; geographical research; economic geography; historical geography; human geography; physical geography.

EMR/SMB-420
Map Publishing
Description: Information relating to the publication of maps, aeronautical charts, air photographs and related publications, and the maintenance of an adequate supply of these materials for sale to governments, industry and the public through a national network of dealers in the private sector. *Topics:* Associations; committees; liaison; aerial photographic services; National Air Photo Library; map distribution; map reproduction; map marketing.

EMR/SMB-425
International Boundary
Description: Information relating to maintenance and regulation of the land and water boundary between Canada and the United States. Aspects include positioning of boundary line points, settlement of disputes and jurisdictional questions, regulation of construction and removal of boundary obstructions. *Topics:* Canadian boundary; boundary regulation; field operations; liaison; geographical co-ordinates; reports; United States boundary.

EMR/SMB-430
Topographical Mapping
Description: Information relating to mapping of the Canadian landmass in detail, showing relief elevation, lakes, rivers, roads, buildings, airports and canals, including names of features and places. *Topics:* Aerial survey database; associations; committees; contract mapping; digital mapping; nomenclature and toponomy; cartographic monitor system; Gestalt photo mapper; national digital topographic mapping standards; new mapping; remote sensing; research development; revisions mapping; standards and specifications; survey control; air profile recorder; photo identification.

EMR/PSP-435
Polar Continental Shelf Project
Description: Information relating to management and functions of the Polar Continental Shelf Project. Includes the study of scientific problems unique to Arctic Canada, provision of co-ordinated logistic support to public and private sector groups, provision of information on scientific operations to the scientific community and local inhabitants. *Topics:* Appreciation for support and services; associations and organizations; scientific committees; communications; photography; conferences; expeditions; information services; liaison; research agreements; unsolicited proposals.

EMR/PSP-440
Arctic Science
Description: Information relating to scientific investigations of Canada's Polar Continental Shelf, Arctic Ocean and mainland region in maintaining effective policies, and co-ordination of scientific activities relating to Arctic paleoclimate and climate forecasting. *Topics:* Climatology; glacier physics.

EMR/PSP-445
Logistical Support
Description: Information relating to provision and co-ordination of annual logistical support by the Polar Continental Shelf Project for field parties from federal departments, foreign governments and their agencies, Canadian and foreign universities and groups from the private sector. Includes such aspects as safety, living and working conditions, transportation, equipment and communications. *Topics:* Base camp operations; land use permits; field activities; fuel issues; procurement; aircraft procurement; materiel procurement; scientific services; vehicles; radio and navigation systems frequencies.

EMR/CAB-450
Canada Centre for Mineral and Energy Technology
Description: Information relating to the co-ordination, promotion and administration of research and development activities in the explosives, energy and minerals field. *Topics:* Associations and organizations; committees; conferences; environmental issues; industrial and economic analysis; inventions, patents, copyrights; Panel on Energy Research and Development (PERD); program management; contracts administration; project selection; project monitoring and review; liaison; international liaison; research and development programs; technical information; electronic data systems; energy issues; international energy; metallurgy; mineral processing; mining; publications; technical services; technology evaluation; technology transfer.

EMR/CAB-455
Canada Explosives Act Administration
Description: Information relating to administration of the *Canada Explosives Act* by testing and confirming the new explosives submitted for authorization, providing technical advice and investigating accidents. *Topics:* Liaison; testing and research; international liaison; certification and technical advice; research and development of new technical standards.

EMR/CAB-460
Energy Technology
Description: Information relating to energy research and development to ensure the availability to Canada of adequate technology for the extraction, processing, use and conservation of energy resources, such as oil, gas, coal and uranium. *Topics:* Coal: carbonization; coal-liquid mixtures; combustion technologies for pollution abatement; conventional combustion; co-processing; co-processing pilot plant; fine coal beneficiation; fluidized-bed combustion; gasification; liquefaction processes; materials for utilization and conversion; mine atmospheres; mining; novel liquefaction and pyrolysis; preparation techniques; international and provincial liaison; reserve assessment; safety certification of equipment; strata mechanics; conservation: industrial processes; industrial mineral processes; plasma technology; road vehicle fuel economy; residential heating systems; nuclear: geomechanics in nuclear waste disposal; uranium extraction; alternate and conventional uranium extraction; uranium mine evaluation; uranium reserve assessment; petroleum supply: treatment of bitumen/oil emulsions and effluent waters; catalytic refining to transportation fuels; characterization of synthetic crudes and distillates; disposable catalysts; extraction of bitumen from oil sands; hydrocracking; in-situ recovery of bitumen and heavy oil; materials for hydrocarbon processing; tar sands; materials for offshore structures; materials for oil and gas pipelines; conversion of natural gas to liquid fuels; separation processes for synthetic fuels; thermal oil shale/catalytic residium conversion; renewable energy technology: biomass; materials for advanced energy conversion; photo-electrochemical cells; liaison; wood-fired residential heating.

EMR/CAB-465
Minerals Technology
Description: Information relating to mineral resource policies and the support and monitoring of research and development in the minerals field in order to ensure the availability to Canada of adequate technology for the extraction, processing, use and conservation of mineral resources. *Topics:* Mineral technology; cost recovery; conservation and resource assessment; environmental technology for mining and processing; pollution control in industrial processes; uranium tailings technology; research and development in health and safety in the mine environment; noise and vibration in mines; materials development technology: advanced materials and instrumentation; failure control of materials; non-metallic minerals; aggregate technology; properties of engineering alloys; metals processing; transportation materials; heat-treated rail; marine materials; naval materials; metal casting; degradable sand and core

binders; improved iron melting practice; low pressure mould casting, mobile foundry laboratory; ultra-clean steels; metal working; welding; mineral processing; by-product recovery of valuable metals; silver recovery in the zinc industry; metal extraction from concentrates or residues; hydrometallurgical lead process; microbiological leaching; mineral beneficiation; iron ore processing; mineral processing plant simulation; mining methods and equipment; rock mechanics; standards and specifications in analytical methods; chemical standards; materials testing; certification of non-destructive personnel; technology transfer.

EMR/RSB-470
Canada Centre for Remote Sensing
Description: Information relating to co-ordination and administration of research and development activities to improve remote sensing technology and facilitate the acquisition, dissemination and analysis of remotely sensed data from aircraft and satellites for resource management and environmental monitoring. *Topics:* Associations; committees; Canadian Advisory Committee on Remote Sensing; conferences; program management; provincial and international liaison; National Aeronautics and Space Administration (NASA); research and development programs.

EMR/RSB-475
Air Operations
Description: Information relating to utilization, operations, maintenance and calibration of aircraft and of electrical and electronic equipment engaged in remote sensing activities. *Topics:* Airborne data acquisition; aircraft operations and maintenance; aircraft systems support.

EMR/RSB-480
Automated Systems and Methods
Description: Information relating to research and development in computer systems and methods for the processing, analyzing and storing of remotely sensed data acquired from satellites and airborne platforms and the provision of technical assistance and advice for hardware procurement and software development. Also includes the provision and operation of facilities for processing satellite and airborne remotely sensed data. *Topics:* Synthetic aperture radar digital processor; digital storage technologies; the Digital Image Correction System; image analysis systems; visible infrared spectroscopy; image processing systems; instrumentation laboratory; National Oceanic and Atmospheric Administration's (NOAA) satellite systems; Digital Image Analysis system; Multi-Observation Satellite Image Correction system; standard computer compatible tape format.

EMR/RSB-485
Data Applications
Description: Information relating to research and development in remote sensing information extraction techniques and the development and demonstration of applications of remotely sensed data to resource management and environmental monitoring problems. *Topics:* Applications development and demonstration; agriculture; forestry; geology and cartography; hydrology.

EMR/RSB-490
Data Application Services
Description: Information relating to provision of analysis facilities, and information and advisory services to assist users in applying remote sensing technologies. *Topics:* Marketing; image analysis services; library services; publications; transfer of remote sensing technologies to industry; technology enhancement program.

EMR/RSB-495
Radarsat
Description: Information relating to Radarsat projects for the development of a radar satellite capable of supplying sea ice information; research and development in spaceborne radar technologies; administration and co-ordination of the Radarsat projects. *Topics:* Economic studies; concept design studies; mission (user) requirements; technology development; spaceborn synthetic aperture radar; scientific liaison.

EMR/RSB-500
Satellite Data
Description: Information relating to the Satellite Data sub-activity ensuring the availability of data from satellites. Aspects include satellite operations and products, the acquisition of data, and research and development of new remote sensing techniques. *Topics:* European Space Agency (ESA) ERS-1 satellite program; National Aeronautics and Space Administration's (NASA) Landsat satellites; Landsat products; National Oceanic and Atmospheric Administration's (NOAA) Landsat-D satellites; Landsat-D receiving stations upgrade; receiving stations; NASA seasat and sursat program and projects; Satellite pour l'Observation de la Terre (SPOT).

EMR/RSB-505
Sensors Research and Development
Description: Information relating to development and evaluation of new and novel remote sensors for use from airborne and satellite platforms. *Topics:* Airborne sensors; airborne laser sensors; microwave radiometer and scatterometer; visible and infrared sensors.

EMR/XPB-510
Explosives
Description: Information relating to administration of the *Canada Explosives Act*, in the interest of public and worker safety throughout Canada through the manufacture, storage, sale, transportation and use of explosives and the co-ordination of testing of explosives by the Canada Centre for Mineral and Energy Technology. *Topics:* Committees; interdepartmental, provincial and international liaison; model rocketry; explosives types and classification.

EMR/XPB-515
Authorization and Testing of Explosives
Description: Information relating to the co-ordination of testing and authorization by the Canadian Explosives Research Laboratory of explosives which are imported, sold or used in Canada. *Topics:* *Explosives Act* and Regulations; fireworks; incidents; accidents.

EMR/XPB-520
Manufacturing and Production
Description: Information relating to the manufacture and production of all types of explosives. Aspects include safety certificates; information on companies producing or manufacturing explosives. *Topics:* Manufacturing; production; safety certificates; factory sites.

EMR/XPB-525
Safety Standards
Description: Information relating to policy development and management of safety standards for explosives. *Topics:* Equipment; magazines; packaging, labelling and marking; transportation.

EMR/XPB-530
Licences
Description: Information relating to policy development, enquiries regarding licences and preparation of forms for explosive licenses. *Topics:* Factories; fireworks magazines; magazines; temporary magazines.

EMR/XPB-535
Permissions
Description: Information relating to policy development, enquiries and preparation of forms for explosives permissions. Also includes two-components permissions. *Topics:* Ammonium nitrate, fuel oil permissions; re-loading ammunition permissions.

DEPARTMENT OF ENERGY, MINES AND RESOURCES

EMR/XPB-540
Permits
Description: Information relating to policy development, enquiries and preparation of forms for explosives permits. *Topics:* Annual importation permits; general importation permits; transportation permits.

EMR/RDO-545
Energy Research and Development
Description: Information relating to development of research and development policies to ensure that Canada has the necessary research capabilities to support national energy strategies. *Topics:* Coal research and technology; provincial coal policy; international research and development; IEA Committee on Energy Research and Development; provincial activities; the Alberta Canada Energy Resources Research Fund (ACERRF); federal-provincial demonstration agreements; industrial research and development.

EMR/RDO-550
Energy Research and Development Tasks and Programs
Description: Information relating to the development and implementation of plans for research and development activity in response to energy research policy and strategy, and to the coordination and administration of the interdepartmental research and development program. It includes the management and allocation of resources for projects that will help achieve and sustain domestic energy self sufficiency. *Topics:* The Inter-departmental Panel on Energy Research and Development; energy research and development tasks and programs; proposals for funding; Office of Energy Research and Development (OERD); generic environment program; the Laval University Green Program; conservation task; Industrial Energy Conservation Research and Development Program; industrial conservation; new process technologies; conservation in the agriculture and food sector; conservation in building; conservation in transportation; energy systems; district heating and cogeneration; industrial energy recovery and reuse; oil and coal task; oil sands and heavy oil; coal supply; coal combustion; oil and coal environmental issues; nuclear energy task; nuclear fission and fusion; fuel resource base; nuclear energy utilization and support; nuclear fusion; renewable energy sources task; hydraulics; solar; bioenergy; wind; geothermal; peat; new liquid fuels task; direct liquefaction; gasification; biological processes; fuels processing; fuel use; hydrogen and energy storage; new liquid fuels and environment; conventional energy systems; geoscientific research and development; marine engineering; offshore geotechnics; enhanced recovery; materials for offshore structures; oil and gas transportation; conventional energy systems and environment; electric research and development.

EMR/MPS-555
Mineral Policy
Description: Information relating to mineral development activities; the establishment, promotion and assessment of the impact of mineral policies and strategies; and the provision of advice to senior officials on the implications of international mineral development. *Topics:* Associations; committees; conferences; liaison; operations; Research Agreements Program.

EMR/MPS-560
Economic Analysis
Description: Information relating to the assessment of economic and fiscal factors affecting the competitiveness of Canadian minerals and metals industry. *Topics:* Associations; contracts; economic database systems; economic prospects; federal policy analysis; financial and corporate analysis; forecasting; foreign mineral industry; foreign ownership; mining equipment industry; financial and taxation models; analysis of major mining projects; Queen's Centre for Resource Studies research program; regional economic analysis; tax policy analysis.

EMR/MPS-565
Human Affairs
Description: Information relating to analysis and development of strategies and programs in order to ensure the availability of human resources and enhance the quality of work life in mining communities. *Topics:* Liaison; trade unions; health and safety; job creation programs; labour markets and issues.

EMR/MPS-570
Information Services
Description: Information relating to production, distribution, management and operations of minerals and metals information services. *Topics:* Corporate information; mineral industry statistics; mineral and metal industry census and surveys; the National Mineral Inventory; minerals and metals publications.

EMR/MPS-575
International Mineral Relations
*Description:*Information relating to bilateral and multilateral mineral relations, discussions and negotiations with foreign countries and organizations. *Topics:* Conferences; domestic organizations; international organizations; Law of the sea; mineral trade analysis; Trade and Tariffs Agreements; tariff structures; foreign countries mineral development.

EMR/MPS-580
Minerals and Metals Strategy
Description: Information relating to assessment and analysis of domestic and foreign mineral and metal commodities for the development and promotion of policies and programs. *Topics:* Commodity issues and studies; ferrous commodities; industrial commodities; non-ferrous commodities; non-ferrous smelter strategy; processing technology; non-ferrous environmental issues.

EMR/MPS-585
Regional Mineral Development
Description: Information relating to regional mineral development strategies and policies in order to contribute to the mineral economic development of Canadian regions. *Topics:* Provincial liaison; Federal Economic Development Co-ordinators (FEDC); federal/provincial economic agreements and programs; General Development Agreements (GDA); Mineral Development Agreements (MDA); infrastructure in support of mineral developments; northern development; native land claims; regional analysis.

EMR/MPS-590
Resource Supply Analysis
Description: Information relating to analysis of the mineral resource supply in order to ensure adequate supplies of minerals and metals for Canada. *Topics:* Canadian resource supply; mineral and metal exploration activity; mine monitoring, ore reserves; foreign supply; Canadian import dependence; the International Strategic Minerals Inventory; ocean minerals.

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ACCESS TO INFORMATION
CO-ORDINATOR
ENVIRONMENT CANADA
23rd FLOOR
LES TERRASSES DE LA CHAUDIÈRE
HULL, QUEBEC
K1A 0H3

DEPARTMENT OF THE ENVIRONMENT

Background

The Department of the Environment officially came into being June 11, 1971, following proclamation of the *Government Organization Act*, 1970. It was created to bring together elements within the federal government already involved in work related to the Canadian environment and our renewable resources. The Department is also known by the short form, "Environment Canada."

On April 2, 1979 the proclamation of the *Government Organization Act* (1979) reorganized Environment Canada, adding Parks to the Department. In 1984 the Canadian Forestry Service became part of Agriculture Canada.

Laws and Regulations

- Ambient Air Quality Objectives, Nos. 1 and 2
- Canada Water Act
- Canada Wildlife Act
- Chlor-Alkali Mercury Liquid Effluent Regulations
- Clean Air Act
- Department of Transport Act
- Environmental Contaminants Act
- Fisheries Act
- Game Export Act
- Heritage Canals Regulations
- Historic Sites and Monuments Act
- International River Improvements Act
- International River Improvements Regulations
- Leaded Gas Regulations
- Lead-Free Gasoline Regulations
- Meat and Poultry Products Plant Liquid Effluent Regulations
- Metal, Mining Liquid Effluent Regulations
- Metallurgical Industries Arsenic Information Regulations
- Metallurgical Industries Mercury Information Regulations
- Migratory Birds Sanctuary Regulations
- Migratory Birds Convention Act
- Migratory Birds Regulations
- National Battlefield Act of Québec
- National Parks Regulations
- Ocean Dumping Control Act and Regulations
- Parks Policy
- Petroleum Refinery Liquid Effluent Regulations
- Phosphorus Concentration Control Regulations
- Pulp and Paper Effluent Regulations
- Weather Modification Information Act and Regulations
- Wildlife Area Regulations

Overall Responsibilities

The primary objective of Environment Canada is to preserve and enhance the quality of the environment and to contribute to the management of resources held in common for the benefit of present and future generations of Canadians by:

— protecting human health and property from harmful substances and environmental changes, whether natural or man-made, and by protecting resource productivity through conservation and wise use of renewable resources, for sustained economic and social benefits;

— protecting the quality of life, on the basis of the development of society in harmony with its environment, permitting enjoyment of the environment and its resources; and

— safeguarding Canada's heritage (the primary objective of Parks), through the protection for all time of those places which are significant examples of Canada's natural and cultural heritage, and encouraging public understanding, appreciation and enjoyment of this heritage in ways which leave it unimpaired for future generations.

The fulfillment of this commitment includes informing, influencing, protecting, regulating, monitoring, and practicing scientific research, resource management and conservation.

As environmental processes cross political boundaries, and as the same human activity can affect matters under both federal and provincial jurisdiction, the federal and provincial governments share responsibility for the environment and its resources.

The provinces have direct management responsibility for most environmental and resource matters within their borders. The federal government has responsibility for matters clearly within its jurisdiction (the territories, National Parks, oceans, some resources such as fisheries, flow of goods into and within Canada, and the impact of its own activities) and for matters which the provinces cannot readily or cost-effectively undertake separately (e.g. weather services, information collection, and research).

The Department also deals with international issues to protect Canada's environment and renewable resources and at the same time contributes meaningfully to the resolution of international problems such as world-wide contaminants, climatic change and long-range transport of air pollutants. The growth of public consciousness about the collective responsibility of the government and the public for the quality of the environment is actively fostered by the Department through greater communication and awareness of environmental problems and by the maintenance of an open, accessible information service.

A number of federal departments and agencies assist the Minister of Environment, as main advocate for responsible consideration of the environment in government planning, through:

Monitoring and scientific research — data collection, monitoring of developments, scientific research, analysis and interpretation of the state and processes of the environment are undertaken for air, water, oceans, land and wildlife. This generates information of various types, including definition of environmental and health constraints.

Protecting and regulating — where federal authority exists (ocean dumping, federal facilities clean-up, northern resources), the Department works to minimize adverse impacts of toxic substances and pollutants on human health, environmental systems and renewable resources.

Resource management and conservation — directly, if within federal responsibility (migratory birds, parks, federal lands), or jointly with the provinces if jurisdiction is shared (boundary water, river basins and flood damage reduction), Environment Canada promotes conservation and sustained economic use.

Information and influence — information and technical services of various types (meteorological and ice services, water information, land use data and pollution abatement technology) are provided to a wide variety of users to influence the environmental protection and resource management decisions of others (the private sector, provinces and other countries) to provide maximum continued benefit to all Canadians, and encourage responsible environmental behaviour by the federal government and other jurisdictions.

Major Publications

A general departmental publications list and a scientific and technical departmental publications list are prepared by the departmental Information Directorate. Other lists of general, scientific and technical publications are produced by the services and directorates listed below:

- — Conservation and Protection
- — Inland Waters Directorate
- — Lands Directorate
- — Canadian Wildlife Service
- — Air Pollution Control Directorate
- — Environmental Impact Control Directorate
- — Water Pollution Control Directorate
- — Parks (included in the general publications list of Environment Canada)
- — Atmospheric Environment Service
- — Federal Environmental Assessment Review Office
- — Office of the Science Advisor
- — Canadian Environmental Advisory Council

EDP Systems

- Climatological Data Archive, AES
- World Ozone Data, AES
- National Water Quality Data (NAQUADAT), CAP
- Water Resources Document References (WATDOC), CAP
- Great Lakes Limeological Data, CAP
- Automated Hydrometric Data, CAP
- Sediment Survey Data, CAP
- Glaciology Data, CAP
- Canada Geographic Information System, CAP
- Migratory Game Bird Data, CAP
- Water Effluent National Inventory System (WATENTS), CAP
- National Air Pollution Surveillance (NAPS), CAP
- National Air Emissions Inventory (NEIS), CAP
- National Environmental Emergency Locator System (NEELS), CAP
- National Analysis of Trends in Environmental Spills (NATES), CAP
- Canadian Chemicals in Commerce (CCC), CAP
- Canadian Inventory of Historic Buildings (CIHB), PKS

Key Contacts

National Capital Region

Environment Canada
Finance and Administration
23rd Floor, Les Terrasses de la Chaudière
Hull, Québec
Telephone: (819) 993-4552

Conservation and Protection
15th Floor, Place Vincent Massey
Hull, Québec
Telephone: (819) 953-1100

Atmospheric Environment Service
27th Floor, Les Terrasses de la Chaudière
Hull, Québec
Telephone: (819) 997-1588

Parks
Finance and Administration Branch
2nd Floor, North Tower
Les Terrasses de la Chaudière
Hull, Québec
K1A 1G2
Telephone: (819) 994-2948

Federal Environmental Assessment
Review Office (FEARO)
13th Floor, Fontaine Building
Hull, Québec
Telephone: (819) 997-1000

Regional Offices

Pacific and Yukon Region

Environment Canada
P.O. Box 1540
800 Burrard Street
Vancouver, British Columbia
V6Z 2G7
Telephone: (604) 666-5900

Western and Northern Region

Environment Canada
4999 98 Avenue
Edmonton, Alberta
T6B 2X3
Telephone: (403) 468-8075

Ontario Region

Environment Canada
55 St. Clair Avenue East
7th Floor
Toronto, Ontario
M4T 1M2
Telephone: (416) 525-6406

Québec Region

Environment Canada
P.O. Box 10100
Champlain Building, 5th Floor
2700 Laurier Boulevard
Ste-Foy, Québec
G1V 4H5
Telephone: (819) 694-4406

Atlantic Region

Environment Canada
5th Floor, Queen's Square
45 Alderney Drive
Dartmouth, Nova Scotia
B2Y 2N6
Telephone: (902) 426-8374

The reading room at the Atlantic regional office is on the 15th floor at 45 Alderney Drive, and is open from 09:00 to 15:00.

Access Procedures

Please address formal requests under the *Access to Information Act* to

Director General
National Parks
2nd Floor
Telephone: (819) 994-2657
Hull, Québec
K1A 0H3
Telephone: (819) 997-4552

PARKS

Facilities for the viewing of all Parks records are available in the National Capital Region and all regional offices across Canada. Library facilities at several locations can also be utilized for this purpose. In the National Capital Region the following sources serve as public access points for Parks facilities and services.

National Capital Region Libraries

Parks
Departmental Library
Environment Canada
Chaudière Branch
Les Terrasses de la Chaudière, Mezzanine
Hull, Québec
K1A 1G2
Telephone:(819) 997-7434
Hours of Operation: 08:30 to 16:30

Documentary Centre
Socio-Economic Branch
3rd Floor, les Terrasses de la Chaudière
Hull, Québec
K1A 1G2
Telephone: (819) 994-2000

Access Procedures

National Capital Region Access to Information Co-ordinators

The following is a list of the Access to Information Co-ordinators for Parks in the National Capital area who may be reached at:

Parks
Les Terrasses de la Chaudière
10 Wellington Street
Hull, Québec
K1A 1G2

Assistant Deputy Minister
27th Floor
Telephone: (819) 997-9525

Chief of Operations
27th Floor
Telephone: (819) 997-9525

Director General
Program Management
3rd Floor
Telephone: (819) 994-1790

Office of the Comptroller
2nd Floor
Telephone: (819) 994-2948

Director
Program Planning and Analysis
3rd Floor
Telephone: (819) 994-1852

Director General
National Historic Parks and Sites
3rd Floor
Telephone: (819) 994-1808

Access Co-ordinator
Environment Canada
23rd Floor, Les Terrasses de la Chaudière
Director
Engineering and Architecture
4th Floor
Telephone: (819) 997-0335

Director
Information Services
Mezzanine Level
Telephone: (819) 997-3736

Director
Personnel Management
5th Floor
Telephone: (819) 994-2360

Regional Offices

Director General
Atlantic Region
Historic Properties
Upper Water Street
Halifax, Nova Scotia
B3J 1S9
Telephone: (902) 426-3405

Director General
Ontario Region
111 Water Street East
Cornwall, Ontario
K6H 6S3
Telephone: (613) 938-5869

Director General
Québec Region
3 Buade Street
P.O. Box 6060
Haute Ville, Québec
G1R 4V7
Telephone: (418) 648-4042

Director General
Prairie and Northern Region
Confederation Building
4th Floor
457 Main Street
Winnipeg, Manitoba
R3B 3E8
Telephone: (204) 949-2120

Director General
Western Region
Room 552
220 4th Avenue South East
P.O. Box 2989
Calgary, Alberta
T2P 3H8
Telephone: (403) 292-4444

Parks Program Management Directorate

The activities of this directorate include the overall management of program planning and evaluation functions in Parks; the preparation of multiyear forecasts and estimates; and the development and implementation of policies, programs and standards related to general administration, information services, liaison and co-operation at the national and international level; management consultation; reviews and audits; socio-economic research; and townsite management. They also include realty polity and engineering and architectural activities. The information can be found in the offices of headquarters, the regions and the park offices themselves.

Manuals
- Parks Policy
- Heritage Canals Regulations
- Historic Sites and Monuments Act
- National Battlefields of Québec
- National Historic Parks General Regulations
- National Historic Parks Wildlife and Domestic Animals Regulations
- National Parks Regulations
- National Parks Act
- Parks Administrative and Management Directives (Volumes 1-6)

Realty Services Branch

This branch provides direction and guidance on the management of real property administered by Parks, and involves leases, licences, agreements, rentals, acquisitions, disposals and titles.

Socio-Economic Branch

This branch provides socio-economic advice and related research to the Parks program; maintains a socio-economic research data accumulation and data analysis capacity; and develops socio-economic research methods to meet recurring Parks Program needs and to maintain a socio-economic information program.

Engineering and Architecture Branch

This branch establishes technical policies, standards and guidelines for engineering and architectural services and provides direction and support to the Parks program in engineering, building and landscape architecture, and historic restoration; including planning, design, construction, operation and maintenance of Parks real property facilities and capital assets.

Manuals
- Technical standards, guidelines and procedural manuals describing methods, material and required skills to design, construct, maintain, repair and restore Parks contemporary and historical physical assets.
- Guidelines on resources planning, the organization and management of engineering and architecture functions and other technical activities and systems.

National Parks Branch

The activities of this branch include the development and operation of a system of national parks which will protect significant natural areas for all time; the development of a system of natural landmarks; the development of co-operative heritage areas through federal-provincial agreements; participation in the Canadian Heritage Rivers System; the long term development of Canadian Heritage Trail System in co-operation with the provinces/territories. The branch is also responsible for the development and implementation of policies, procedures and legislation for planning and managing these systems to enable their use and enjoyment by the public.

Manuals
- The National Parks Act
- National Parks Regulations
- Parks Administrative and Management Directives (Volumes 1-6)
- Parks Policy

National Historic Parks and Sites Branch

This branch of Parks is concerned with the preservation, development, maintenance, operation and interpretation of National Historic Parks and Sites, and Heritage Canals. The parks and sites commemorate persons, places and events which have been declared to be of national historical or architectural significance by the Minister, acting on the advice of the Historic Sites and Monuments Board of Canada. The activities of the branch include archaelogical, historical and architectural research; interpretation through live animation, exhibits, films and slide programs; conservation of artifacts and curatorial services on period furniture, costumes and apparel.

National Battlefields Commission

The National Battlefields Commission was established by *An Act Respecting the National Battlefields at Québec* S.C. 1908, CL. 57, as amended. The Commission, a Crown Corporation, is designated as an agency corporation (Schedule C), within the meaning and purpose of the *Financial Administration Act*. The Commission is responsible for the preservation, management and operations of the National Battlefields at Québec and is funded through the annual appropriations of the Department of the Environment and is responsible to Parliament through the Minister of the Department.

Manuals
- Heritage Canals Regulations
- Historic Sites and Monuments Act
- National Historic Parks General Regulations
- National Historic Park Wildlife and Domestic Animals Regulations

CONSERVATION AND PROTECTION

Policy and Program Development Directorate

The directorate integrates the many programs of Conservation and Protection (CAP) into a cohesive operation; develops and implements national environmental conservation and protection policies and strategies evaluates and controls the effectiveness and efficiency of CAP programs; and develops, implements and co-ordinates integrated Department-wide programs.

Manuals
- Canada Wildlife Act
- Migratory Birds — Bird Banding Manual
- Canada Migratory Birds Convention Act and Regulations
- Migratory Bird Sanctuary Regulations
- Guidelines for Wildlife Policy in Canada
- Wildlife Area Regulations
- CITES Reports
- Transactions of Federal-Provincial Wildlife Conferences
- Scientific and Technical Publications Report Series
- Occasional Papers Series
- Progress Notes Series
- Monograph Series
- Wildlife Habitat — A Handbook for Canada's Prairies and Parklands
- Canadian Wildlife Service Sign Manual

Canadian Wildlife Service

Under the *Migratory Birds Convention Act* and Regulations, the *Canadian Wildlife Act* and Regulations and the *Game Export Act*, the Canadian Wildlife Service has responsibility for the management and protection of migratory birds in co-operation with the Fish and Wildlife Service, United States Department of the Interior, and with other foreign governments.

Migratory Birds

This branch is responsible for the protection and management of migratory birds through development of regulations, habitat management and supporting research and surveys; direction of nation-wide surveys of migratory birds for regulatory and other management purposes; development of a national waterfowl management plan.

Wildlife Research and Interpretation Branch

This branch is responsible for the protection and management of wildlife. In co-operation with the provinces and territories, the service undertakes programs of research, management and interpretation on wildlife where there is a national interest. It carries out wildlife research for the national parks, advises other federal agencies on wildlife matters, and participates for Canada in international agreements and programs on wildlife conservation.

Lands Directorate

This directorate encourages effective land-use planning by both provincial and federal governments through land inventory and land-use planning studies.

Inland Waters Directorate

The directorate plans and formulates water management programs and policies, especially in international and interprovincial water systems. It conducts research and data collection programs on the quantity and quality of Canada's inland waters. Inland Waters Directorate also carries out river basin planning and implementation and flood damage reduction programs with the provinces under the provisions of the *Canada Water Act*. The research programs of the National Water Research Institute and the National Hydrology Research Institute contribute to effective management of water quality and quantity throughout the country and in boundary waters with the United States such as the Great Lakes. The National Water Research Institute is the official collaborating centre on surface and ground water quality for the World Health Organization.

Environmental Protection Program Directorate

The main activity of this directorate includes the development and management of strategies to minimize the adverse impact of man's activities on environmental quality at the national level and to support the regions in their endeavours.

Environmental Strategies Directorate

The main activities of this directorate include advice and recommendations to senior management on objectives, setting priorities, establishing policy and developing frameworks to meet objectives and to evaluate the effectiveness of program activities; to formulate strategies to influence other government departments, central agencies, other governments and the public, and to monitor their effectiveness.

Priority Issues Directorate

The main activity of this directorate includes the management of assigned special programs or issues of high complexity and political significance which have a major impact on environmental quality.

ATMOSPHERIC ENVIRONMENT SERVICE

Atmospheric Research Directorate

The directorate is responsible for the management and conduct of atmospheric and other related environmental research and development for the benefit of the Canadian people and the national and international scientific communities.

Air Quality and Inter-Environmental Research Branch

The branch is responsible for the provision of an efficient and effective federal program in air quality and technology transfer to serve the international, national and regional interests of the Canadian people.

Atmospheric Processes Research Branch

The main activities of this branch includes research in the following areas: monitoring of the stratospheric ozone layer, depletion of the stratospheric ozone layer, solar radiation instrumentation; cloud and precipitation processes, precipitation scavenging of pollutants, weather modification and weather radar. Additional activities include administration of the *U.S.-Canada Weather Modification Information Act*.

Meteorological Services Research Branch

This branch carries out research on weather, ice and sea-state observing and forecasting systems to ensure full and efficient utilization of technological and scientific advances. Research is also conducted on meteorological and ice problems related to surface transportation, aeronautics, wind energy, building construction and the utilization of satellite data. The satellite data laboratory develops and operates techniques for the reception and use of atmospheric, weather, ice and other related data transmitted by earth-orbiting and geo-stationary satellites.

Field Meteorological Systems Branch

The main activities of the branch include the co-ordination, national implementation and on-going development of the following four main activities or systems within Field Services: data acquisition, meteorological communications, forecasting, and the provision of weather services. These activities are integrated towards a single purpose of providing timely observed data, weather warnings, forecasts and advice to users.

Manuals

- Teletype Procedures (TELPRO);
- Teletype Distribution (TELDIS, VOL. I and II);
- Facsimile Operations (FAXOPS)
- CMC Reference Manuals
- Manual of Standard Procedures for Public and Marine Weather Service (MANPUB);
- Manual of Standard Procedures for Aviation Weather Services (MANAIR);
- Manual of Aviation Weather Information Services (MAWIS)
- Manual of Surface Weather Observations (MANOBS);
- Supplementary Aviation Weather Observations;
- Manual of Inspection;
- Scale of Issue Manual (METSCALE);
- General Operations Reference Manual (GORM);
- Meteorological Stations in Canada (METSTAT);
- Manual of Upper Air Observations (MANUPP);
- Manual of Freeze-up and Break-up of Water Bodies;
- Manual of Marine Weather Observing

- Auxiliary Ship Operating on Great Lakes and St. Lawrence Rivers;
- Transmission of Ships' Weather Reports to Coastal Radio Station;
- Meteorological Radio Facsimile Broadcasts for Mariners;
- Radar Handbook;
- Background Air Pollution Monitoring

Canadian Meteorological Centre

The centre is responsible for forecast operations, computer operations and operation development.

Canadian Climate Centre

The centre provides a leading role in integrating all climate-related activities in Canada. Research is conducted into climate prediction, man's impact on climate and cause and effect relationships between the climate system, society and the environment. The centre provides climate data, information, applications services and consultations to federal departments and national organizations, and supports regional offices in serving regional and provincial needs. The centre is also responsible for the documentation, quality control and archiving of all official Canadian climate data.

Central Services Directorate

This directorate is responsible for providing ice information, and consultation and advice on its use. It also provides computing services, technical and professional training, long-range planning and network maintenance for data acquisition networks, and expertise for the development and implementation of atmospheric instruments and systems.

Classes of Records

DOE/PKS-005
Parks Program
Description: Information on the general management and operational responsibilities of the Parks Program. *Topics:* Policy and program activities; information exchange with foreign countries; hours of operation; levels of service; awards and honours; co-operative activities with public and private organizations; capital development projects and planning systems; operational planning; management improvement; central system program evaluation; public consultation and participation; general resources — inventories, management and research; park signs; general surveys and studies.

DOE/PKS-010
Realty
Description: Information on the management of real property including National Parks, National Historic Parks and Sites, Heritage Canals and Corridors, Admiralty, Dominion and Ordinance lands. Involves the acquisition of land by the Crown, the leasing, licensing and granting of concessions on Crown-owned land, the sale or disposal of Crown-owned land, and other related land matters. *Topics:* General agreements; agreements for bridges and causeways; road, walks and highways, wharves and docks; boundary lines and encroachments; freehold lands; lettings and concessions; franchises; lease of land; licences of occupation; use of electric power, water power, surplus water; land acquisition; sale and disposition of land; utilities — land use, rental setting. *Storage Media:* EDP and microfiche. *Retrievability:* The general realty records are arranged by subject. Individual leases, licences of occupation and concessions are arranged by location, the number of the lot and block and by the name of the individual.

DOE/PKS-015
Socio-Economic Projects
Description: Information on socio-economic surveys and studies carried out by Parks in support of the planning, development and operation of National Parks, National Historic Parks and Sites and Heritage Canals. *Topics:* Research review process, information enquiries from internal and external sources research projects, surveys and studies, historical data. *Storage Medium:* EDP Systems. *Special Access Note:* These records are located at Parks headquarters and regional offices. Final reports available to the public through departmental libraries and specialized document collections located at headquarters and regional offices.

DOE/PKS-020
Public Use Database
Description: Information on the collection of attendance data for National Parks and National Historic Parks and Sites; collection of information on interpretation, camping and gateways at National Parks; vessel movement data on the Heritage Canals. *Topics:* Attendance data for National Parks and National Historic Parks and Sites; interpretive facility and services data collection; campgrounds utilization, volume of vehicular traffic at National Park gateways; vessel movement data on the Heritage Canals. *Storage Medium:* EDP Systems. *Retrievability:* These records are located at Parks headquarters, regional offices and park offices. A Parks Use Statistics report is issued annually and distributed widely (300 copies) to government agencies, universities and libraries. Monthly attendance reports (200 copies) are also distributed widely in a similar manner.

DOE/PKS-025
Socio-Economic Information
Description: Information on the socio-economic aspects of park use, outdoor recreation, tourism, management and program evaluation. *Topics:* Research methodology, examples of research projects, socio-economic impact studies, bibiliography on relevant topics, visitor use studies, resource management, recreation, tourism. *Storage Media:* Microfiche and film.

DOE/PKS-030
Historical and Contemporary Technical References
Description: Plans, drawings, specifications, standards, guidelines and report on historical and contemporary engineering and architectural projects in Parks. Also historical records and training material on historical preservation. *Topics:* Plans, drawings, specifications (contract, construction and manufacturing), standards and guidelines, "as-found" information, archaeological reports, feasibility studies, recording field notes, general information and training packages. *Storage Medium:* EDP and microforms.

DOE/PKS-035
Projects
Description: Information on engineering and architectural projects carried out in the Parks Program, including the project authorization form, project brief, design data, cost estimates, management reports and project schedules. (See also DOE/PKS-005, Parks Program). *Topics:* Planning, design, construction, operation, maintenance, equipment, services, utilities, facilities, claims and evaluation.

DOE/PKS-040
Environmental Protection
Description: Information on environmental protection in the National Parks, including pollution of air, land and water, as well as regulations, studies and reports compiled on environmental protection. *Topics:* General correspondence and reports on environmental protection, pollution and pollutants, regulations, reports and returns, surveys and studies, water supplies and wildlife.

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DOE/PKS-045
Flora
Description: Information on botany, ecology and forestry management in the National Parks. *Topics:* General correspondence and reports; forest fires, regulations, silviculture, pest control, statistics, surveys and studies; timber cutting.

DOE/PKS-050
Health and Social Services
Description: Information on the various health and social services provided to people in a park. *Topics:* Health services for park visitors; ambulance, hospital and nursing stations; health and welfare services for Park residents by the provincial governments.

DOE/PKS-055
Justice and Law Enforcement
Description: Information on justice and law enforcement in the National Parks, and the National Historic Parks and Sites. *Topics:* Justice and law enforcement, crimes and violations, judicature, police services, reports and returns, statistics, surveys and studies.

DOE/PKS-060
Marine National Parks
Description: Information on marine environments (both salt and fresh water) which merit protection because of their natural phenomena. *Topics:* General development and planning, surveys and studies.

DOE/PKS-065
Mineral Resources
Description: Information on mining, oil and gas activities at or near Parks facilities. *Topics:* Mineral exploration and development, mineral claims, quarrying and various mining activities, oil and gas exploration and development, leases and permits.

DOE/PKS-070
National Landmarks
Description: Information on potential National Landmarks which merit protection of specific natural phenomena without requiring large land holdings in order to preserve and interpret them. *Topics:* Development and planning, surveys and studies.

DOE/PKS-075
National Parks
Description: Administration, management and control of National Parks. *Topics:* Archaeology and artifacts, camp sites, cemeteries, development and planning, management plans, interpretive planning, townsite planning, regional planning, ski areas, day use areas, interpretive services, nature trails, signs, talks and tours, special events, extension services, interpretive centres, permits to collect specimens, public participation, research, sports, statistics, surveys and studies, tourists and tourism — accommodation, bath houses, hot springs, catering and restaurants, souvenirs and handicrafts.

DOE/PKS-080
Water Resources
Description: Information on the use of water resources in the Parks. *Topics:* Water levels; water rights; hydrological surveys; hydro power development within a park for park use only; hydrometric networks; regulations; reports; surveys and studies.

DOE/PKS-085
Wildlife
Description: Information on all types of wildlife in the National Parks and National Historic Parks, including the management and protection of wild animals, birds, fish and insects. *Topics:* Diseases; rare and endangered species; census; licences and permits; hunting; regulations; surveys and studies; trapping; immobilization drugs; live capture; gifts of animals; preserves; furs and hides; fish culture; hatcheries and stocking; sport and commerical fishing in National Parks; insects and their control; use of insecticides.

DOE/PKS-090
National Historic Parks and Sites
Description: Information on the preservation, development, management, interpretation, operation and maintenance of the National Historic Parks and Sites of Canada. *Topics:* Monuments and plaques; Canadian Engineering Heritage Records; proposed parks and sites; public participation; permits; heritage conservation and building programs; other heritage agencies; historic resources in other countries; seasonal closing; archaeology and artifacts: identification, inventory and recording of historic buildings; cemeteries; development and planning, including management plans; interpretation planning; programs for the acquisition, development and control of lands and facilities within national historic parks and sites; interpretive services — exhibits, interpretive routes, costumes, period ordinance and furnishings, personal interpretive contracts, theatres, guided tours, extension programs, special events and interpretation centres; documentary, archaeological and architectural research; restoration; statistics, surveys and studies; tourist activities and tourism, souvenirs and handicrafts.

DOE/PKS-095
National Battlefields Commission
Description: Responsible for the preservation, management and operation of the National Battlefields Park, Québec. *Topics:* Administration, policy, planning studies and reports.

DOE/CAP-100 *Formerly Identified as:* DOE/ECS-100
Program Activity Structures and Objectives
Description: Information on systems for strategic and operational planning and program evaluation, management practices and controls, performance measurement, priority settings, resource based economic strategy and perspective, socio-economic and scientific development studies, implementation of integrated programs. *Topics:* Program activity structures and objectives, surveys and studies, Improvements in Management Practices and Controls (IMPAC), toxic substances, Co-operative Projects with Industry (COPI), Pilot Industry Laboratory Program, Shore Zone Program, Biomass.

DOE/CAP-105 *Formerly Identified as:* DOE/ECS-105
Biometrics
Description: Information on the biometrics of migratory birds. *Topics:* Migratory birds hunting permits; waterfowl surveys; data processing.

DOE/CAP-110 *Formerly Identified as:* DOE/ECS-110
Enforcement
Description: Information on the enforcement of *Migratory Bird Convention Act*, Migratory Bird Regulation, Migratory Bird Treaty. *Topics:* General correspondence; authority to purchase migratory birds; authority to issue permits; payments of fines; Migratory Birds Conviction List, report convention; legal fee; appointment of game officer; appointment of agents; protocol with U.S.A.; enquiries and questions; Indians and Eskimos; treaties — Canada-France, Canada-Mexico, Canada-U.S.A., U.S.A.-Japan, U.S.A.-Mexico, U.S.A.-U.S.S.R.

DOE/CAP-115 *Formerly Identified as:* DOE/ECS-115
Native People
Description: Information on correspondence on native harvest surveys and native land claims. *Topics:* Hunting and fishing rights, treaties, acts and regulations, Council of Yukon Indian, Inuit Tapirisat of Canada, Northern Québec Cree, Inuit, Naskaps, Western Arctic Inuit-Cape. *Retrievability:* Files are arranged by name of individual.

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DOE/CAP-120 *Formerly Identified as:* DOE/ECS-120
Ornithology
Description: Information on all aspects of wildfowl. *Topics:* Bird banding programs; reports, studies and surveys; sanctuaries; migratory bird sanctuaries regulations; permits for bird sanctuaries; delegation; agreements; leases; damage to crop by bird; agreements with provincial governments on compensation for crop damage; diseases and parasites; effects of sprays; predation; use of drugs; lead poisoning repellents; ornithology permits; taxidermist licences; propagation and agriculture; research on species; use of birds; commerical shooting of birds; plumage of birds; public shooting grounds; waterfowl kill statistics; waterfowl populations; breeding ground survey; breeding bird survey; brood production survey; waterfowl status reports. *Retrievability:* Files are arranged by name and geographic locations.

DOE/CAP-125 *Formerly Identified as:* DOE/ECS-125
Interpretation
Description: Information on interpretive programs to promote public awareness, and appreciation of Canada's wildlife and natural environment through personal experience. The interpretive programs offer people the opportunity to see, smell, taste, touch and hear their environment in a firsthand way. *Topics:* Interpretation Centres — Midland (Ontario), Percé, Cap Tourmente (Québec), Swift Current (Saskatchewan), and Creston (British Columbia). General correspondence; national plans; evaluation of interpretation centres; research; marketing and publicity; special projects. Program cancelled in 1984.

DOE/CAP-130 *Formerly Identified as:* DOE/ECS-130
Mammalogy
Description: Research and general information on selected species of mammals. *Topics:* Mammals hides; fur-bearing animals; trapping; wolf bounties; diseases and parasities; rare and endangered species; locations where species are found.

DOE/CAP-135 *Formerly Identified as:* DOE/ECS-135
National Wildlife Areas
Description: General correspondence on policies and regulations as they affect provinces and specific geographical location. *Topics:* Agreements; policy; regulations; rentals; leases.

DOE/CAP-140 *Formerly Identified as:* DOE/ECS-140
Parks
Description: General information on National Parks and the preservation of their wildlife. *Topics:* General correspondence; proposed parks; slaughter of animals; national park authority; investigation in the national parks; fish culture; liaison with U.S. National Parks on wildlife management. Program cancelled in 1984.

DOE/CAP-145 *Formerly Identified as:* DOE/ECS-145
Wildlife Toxicology
Description: Information on toxic substances and their effects on birds and mammals; also related research and studies. *Topics:* Advice to outside agencies on chemicals and pesticides; National Registry of Pesticide Residues; registration of agricultural chemicals; toxic chemical management program; toxic substances program; analytical data quality program; chemical analytical services; forest spray operations; heavy metal; Organization for Economic Co-operation and Development (OECD); wildlife sampling program; study of fish-eating birds. LRTAP — Toxic Substances. *Retrievability:* By subject.

DOE/CAP-150 *Formerly Identified as:* DOE/ECS-150
Wildlife Management
Description: Information on the federal participation and responsibilities in the management of wildlife. *Topics:* Hunting performance program; distant early warning line; bird hazard to aircraft; problems at airports; restricted material on birds and aircraft; correspondence from Air Canada; bird strike bulletins; bird strike field notes; bird strike reports; reports on visits to airports; RCMP reports; application for species; Eastern Arctic-Scientific Research; scientific collection of specimens; transplants; Kluane Sanctuary Yukon; Mackenzie Mountain Sanctuary N.W.T.; Thelon Sanctuary N.W.T.; Canadian National Zoological Garden; National Zoo.

DOE/CAP-155 *Formerly Identified as:* DOE/ECS-155
Policy Development and Advice
Description: Information on the development and assessment of federal land-use objectives, policies and guidelines; the co-ordination of interdepartmental and intergovernmental activity on land policy and program matters; the analysis of land-use policy instruments with recommendations on their effectiveness in addressing land-use issues of national significance; the identification and assessment of the impact of federal programs on the use and management of Canada's land resources, and the recommendation of mitigating measures to offset any adverse effects; the provision of advice and policy positions on land quality, land-use and other land-related environmental issues raised in native land claim negotiations, and the co-ordination of the Department's relations with the Office of Native Land Claims, Indian and Northern Affairs Canada; the provision of advice and assistance in developing or assessing policies in which land resources and environmental matters are important considerations; the representation of Environment Canada on the TBAC/FLM and the co-ordination of the discharge of the Department's responsibilities under the Federal Land Management Policy; the assistance of representing Canada's land resource interest in bilateral relations with other countries, and international organizations; and to assist in foreign aid, technical exchange and advisory programs. *Topics:* General correspondence; integrated planning and management; public awareness; Lands Directorate Canada Land-Use; policy research & co-ordination; Lands Directorate Québec-projects; Lands Directorate Northwest Territories-Yukon and Arctic land-use planning.

DOE/CAP-160 *Formerly Identified as:* DOE/ECS-160
Land-Use Monitoring and Ecological Research
Description: Information on production of nationally consistent spatial data on the ecological characteristics and resource potentials of land; dissemination of scientific knowledge, methods and techniques for surveying and classifying land by ecological characteristics, for assessing resource potentials, impacts and hazards and for increasing knowledge of land soil processes of concern in environmental management; the production of nationally consistent spatial data on national and regional land-use patterns and trends for creating national and regional perspectives on the use of Canada's lands. *Topics:* General correspondence, integrated planning and management, public awareness, Lands Directorate Canada Land-use planning, Lands Directorate inter-regional projects, Lands Directorate Manitoba-projects, Lands Directorate Northwest Territory, Yukon and Arctic land-use, mapping, land-use information map series, Lands Directorate Northwest Territories, Yukon and Arctic region-projects.

DOE/CAP-165 *Formerly Identified as:* DOE/ECS-165
Land-Use Research
Description: Information on the advancement of public understanding of land-use in Canada, the determinants of land-use, and the environmental, economic and social implications of national and regional land-use issues and problems; the development, assessment, improvement and recommendation of methods and techniques for environmentally sound land-use planning and practices by providing technical assistance to federal and provincial departments and agencies on land-use planning matters; providing financial contributions to provinces for land-use planning; the provision of land research, planning and management services, and advice to federal departments and agencies responsible for administering federal lands located in the provinces or specially dedicated lands located in the territories. *Topics:* General correspondence, integrated planning and

management, resource management data, public awareness, Lands Directorate International-general, policy research and co-ordination-general land-use planning.

DOE/CAP-170 *Formerly Identified as:* DOE/ECS-170
Land Data Systems and Services
Description: Information on the development, maintenance and operation of a computerized national land data bank capable of storing, processing and retrieving geographic-specific bio-physical and socio-economic data on, or related to land, land capability, land-use and resource management issues of national or regional significance; the development, assessment, improvement and recommendation of computerized technologies designed to enhance the effectiveness, efficiency and greater use of spatial information systems in land-use planning and management; the provision of data on processing and advisory services in support of the production of land statistics and the solution of land related planning and management problems; and to the provision of training services on the use of the Canada Land Data Systems for existing and potential clients. *Topics:* Canada land inventory, Canada land data system — projects. *Storage Medium:* EDP systems, maps.

DOE/CAP-175 *Formerly Identified as:* DOE/ECS-175
Canada-U.S. and Interprovincial Waters
Description: Information on all activities carried out under specific Canada-U.S. agreements or arrangements such as investigative, control, or surveillance board activities for the International Joint Commission (IJC) or in other bilateral Canada-U.S. situations; studies and implementation in interprovincial waters under formal federal-provincial arrangements; and bilateral Canada-U.S. activities on shared basins. Policy development, data collections and research carried out as a part of any of these formal arrangements are included as well as specific federal-provincial agreements required to carry out Canada's obligations in boundary waters (the Canada-Ontario Agreement on Great Lakes Water Quality) and interprovincial arrangements not part of River Basin Planning (Prairie Provinces Water Board). *Topics:* International Columbia River Board of Control, Great Lakes connecting channels, Great Lakes programs, International Great Lakes Levels Board, Great Lakes studies, International and Interprovincial Waters, Lake of the Woods, Lac Seul Agreement, Winnipeg River, St. Lawrence River Board of Control. *Retrievability:* Files are arranged by subject and name.

DOE/CAP-180 *Formerly Identified as:* DOE/ECS-180
Flood Damage Reduction
Description: Information on all activities under federal-provincial flood damage reduction agreements, including flood risk mapping, construction of physical flood control works, and flood forecasting. It also includes any policy development, data collection (hydrometric and other data collection programs and research for many water management purposes) carried out as an integral part of these agreements, or in support of anticipated new agreements, and guidelines or methodology development and information programs directly in support of the program. *Topics:* Conservation and floods, flood damage reduction. *Retrievability:* Files are arranged by subject, geographic location and name.

DOE/CAP-185 *Formerly Identified as:* DOE/ECS-185
Water Quality Management
Description: Information on the establishment of water quality objectives and on the setting of effluent requirements in specific areas. It does not include water quality objective work done under specific international or federal-provincial basin studies, nor does it include research related to water quality management. *Topics:* Water pollution, air pollution, water quality survey, analytical methods, corrosion, industrial water uses, water quality-I.H.D., surface water, municipal water systems, federal government installations, mineral waters, waste water treatment, water quality monitoring programs. *Retrievability:* Files are arranged by subject, geographic locations and name. *Storage Medium:* Magnetic tapes.

DOE/CAP-190 *Formerly Identified as:* DOE/ECS-190
River Basin Planning
Description: Information on river basin planning activities carried out under specific federal-provincial agreements or other arrangements, including both studies with specific focus such as the St. Lawrence River water quality study, and more comprehensive studies such as the Souris River basin study. Policy development, data collection and research conducted as a part of any of these formal arrangements are included. In some instances, some preplanning, quideline development and socio-economic analysis may be done. This may include participation of all CAP elements, as appropriate. *Topics:* Hydrometric network planning; hydrometric investigations; international and interprovincial waters; St. Lawrence River; Atlantic Tidal Power Programming Board; Bay of Fundy Tidal Power Review Board; special projects. *Retrievability:* By subject, by geographic location and project name.

DOE/CAP-195 *Formerly Identified as:* DOE/ECS-195
River Basin Plan Implementation
Description: Information on activities under formal federal-provincial river basin plan implementation agreements. It includes flood control work done as part of a comprehensive implementation program such as the Qu'Appelle, but does not include separate flood control work such as Fraser Dyking. *Topics:* Water diversions; policy development, data collection and research carried out as a part of formal implementation arrangements are included, as are activities such as the development of national guidelines in support of the program. *Retrievability:* By subject, by geographic location and project name.

DOE/CAP-200 *Formerly Identified as:* DOE/ECS-200
Water Management Data
Description: Information on data collection, including water quality, hydrometric, sediment and socio-economic information, as well as the management and operation of data systems and interpretive reports. Non-numeric information systems such as WATDOC and D-REF are also included. Excluded are reports prepared primarily for public consumption such as the *Canada Water Year Book*, which are covered under the Information Services category (i.e. Public Information). (These data exclude data collection under specific international or federal-provincial water management or planning studies, data collection carried out as an integral fact of research, and that portion of the water quality data collection activity included under the toxic chemicals category (about one-third nationally.) *Topics:* Gauging stations, international gauging stations, gauging stations inventory, hydrometric investigations, sediment survey, remote sensing, watershed research, tidal gauge records, tidal surveys. *Retrievability:* Files are arranged by subject, geographic location, name and river stations. *Storage Media:* Computer printouts, magnetic tapes, microfiche.

DOE/CAP-205 *Formerly Identified as:* DOE/ECS-205
Water Management Research
Description: Information on water resource research, including the study of the impact of nutrients on the environment, sediment composition, water quality modelling, groundwater quality and subsurface disposal of wastes, pathways and fate of pollutants, dispersion and energy transfer processes in lakes and rivers, urban runoff processes, ice dynamics, hydrological forecasting, groundwater movement, snow and ice hydrology, glacier dynamics, sociological, geographical, legal, institutional and economic aspects of water management. Also included is research management, co-ordination, and research contracts and subventions. (This information excludes research done under international, interprovincial, or river basin planning, implementation or flood damage reduction agreements. Also excluded is research on the impact of toxic contaminants on the water environment.) *Topics:* Glaciology; glaciological programs;

hydrological studies; glaciological studies; glacier surveys; ice science; iceberg surveys; groundwater investigations and supply; groundwater programs; water pollution; water use; water quality research; snow surveys. *Retrievability:* Files are arranged by name and map reference (NTS). *Storage Media:* Microfiche, magnetic tapes, computer printouts, punchcards.

DOE/CAP-210 *Formerly Identified as:* DOE/ECS-210
Water Resources Use
Description: Information on various government and private developments impinging on the wise use of Canada's water resources; the potential benefits of sound water management and development policies; participation in the work of international water management organizations; assistance to less developed nations in water resource management. *Topics:* Water and power administration, power development, electrical power statistics, exportation of electrical energy, inventory of water resources, long distance power transmission, power failures, water and power resources, atomic energy, water resources economics, seismology, export of water, water management. *Retrievability:* Files are arranged by subject, geographic location and name.

DOE/CAP-215 *Formerly Identified as:* DOE/EPS-215
Mobile Sources
Description: Information on air quality and emission data; test methods and procedures; test results; studies and surveys; standards and regulations. *Topics:* Abatement programs; engineering and evaluation; fugitive emissions; fleet programs; mobile source compliance; special studies. *Retrievability:* Files are arranged by subject, company, and project.

DOE/CAP-220 *Formerly Identified as:* DOE/EPS-220
Chemical Process Sources
Description: Information on chemical process industries; producers; emissions; industrial studies questionnaires and guidelines development. *Topics:* Chemical products; agricultural and food industry process analysis; agricultural operations and processes; food processes; agricultural and food products manufacturing; pulp, paper and wood products; forest products operations; pulp and paper processes; textiles and related manufacturers; woods and allied products manufacturing; petroleum, petrochemical, polymers and plastics; surface coating industry. *Retrievability:* Files are arranged by name of individual, company and product.

DOE/CAP-225 *Formerly Identified as:* DOE/EPS-225
Mining, Mineral and Metallurgical Industries
Description: Information on mining operations and processes relative to atmospheric pollution; mining mineral and metallurgical industrial studies and questionnaires. *Topics:* Mining operations and processes; mineral products processing; primary metallurgical industries; secondary metallurgical industries. *Retrievability:* Files are arranged by subject, products and plant types.

DOE/CAP-230 *Formerly Identified as:* DOE/EPS-230
Fuels
Description: Information on fuel studies. *Topics:* Fuel producers; types; composition; resources marketing and processing; pollution investigations; pollution control equipment, and regulations and quidelines development, synthetic fuels, gasoline; natural gas; coal; petroleum producers; petroleum marketing; energy conservation; sulphur and by-products; fuels and fuel additives composition; fuel additives inventory; pollution control costs; fossil fuel resources; effects to health and environment. *Retrievability:* Files are arranged by name of individual, company, product.

DOE/CAP-235 *Formerly Identified as:* DOE/EPS-235
Combustion Sources
Description: Studies and surveys; questionnaires; analytical reports; also information on emissions and emission controls; investigations; abatement systems; guidelines; air quality measurement instruments. *Topics:* Interdepartmental programs; thermal power-fuel; thermal power-fuel processing and storage; combustion systems; internal combustion engine; emission calculation and analysis; emission data; air quality surveillance; air quality criteria; incinerators; incinerator investigations, studies and surveys; incinerators inventory; heating system; fuels; equipment and controls; heating systems inventory; research and development; special studies and projects; heating systems-federal activities.

DOE/CAP-240 *Formerly Identified as:* DOE/EPS-240
Data Analysis
Description: Information on air pollutants; emissions source categories; industrial questionnaires; studies and surveys and air pollution costs. *Topics:* Emission inventory; air pollutants, source categories; effects of regulations; socio-economic impact studies and surveys-industrial; geographical; economy impact studies and surveys-pollutants; analytical concepts and methodology-statistical, economic.

DOE/CAP-245 *Formerly Identified as:* DOE/EPS-245
Program Co-ordinator
Description: Information on regulations development; monitoring of agreed implementation schedules, program evaluation and acid rain control strategies. *Topics:* Acts and legislation; regulations enforcement; federal/provincial programs; international activities; international organizations; intradepartmental activites; interdepartmental activities long range transport of air pollutants.

DOE/CAP-250 *Formerly Identified as:* DOE/EPS-250
Surveillance
Description: Information on national air pollution surveillance monitoring equipment; monthly and annual summary reports; source testing methods. *Topics:* National air pollution surveillance; operations and maintenance; equipment testing and evaluation; source testing procedures; studies, surveys and investigations; specific pollutants. *Retrievability:* Files are arranged by subject, location and specific pollutants.

DOE/CAP-255 *Formerly Identified as:* DOE/EPS-255
Technology Development
Description: Information on development and demonstration of pollution abatement technology (DPAT); instruction in air pollution control; pollution analysis and instrument testing. *Topics:* Development and demonstation of pollution abatement technology; APCD-sponsored courses; chemistry files. *Retrievability:* Files are arranged by subject and company.

DOE/CAP-260 *Formerly Identified as:* DOE/EPS-260
Abatement and Compliance
Description: Information on inventories of pollution services and cost of abatement; state of the art of pollution abatement by industry; regulations development; policy and technical advice on enforcement programs; technical audits of incentives programs; energy related studies. *Topics:* Paper fibre and allied products; mining and metallurgical processes; petroleum and industrial organic chemicals, inorganic chemical processes; food and allied industries; municipal waste and miscellaneous industries; power generation; marine pollution; legal services; pulp and paper modernization program. *Retrievability:* Files are arranged by company, product.

DOE/CAP-265 *Formerly Identified as:* DOE/EPS-265
Technology Development
Description: Information on development and demonstration of waste water pollution control technology; technology development assistance programs; technical training; technology transfer; program planning and evaluation. *Topics:* Program planning and evaluation; technology assistance program; wastewater technology. *Retrievability:* Files are arranged by company.

DOE/CAP-270 *Formerly Identified as:* DOE/EPS-270
Water Pollution Programs
Description: Information on federal/provincial programs; pollution control in coastal areas; International Joint Commission programs; data management; Arctic water programs co-ordination; program evaluation; interservice and interagency program co-ordination; program planning and development. *Topics:* Program co-ordination and evaluation; coastal zone; data management and analysis.

DOE/CAP-275 *Formerly Identified as:* DOE/EPS-275
Contaminants Control
Description: Information on predicting and evaluating environmental effects of new chemical substances; determining amounts and end uses of chemicals in Canadian commerce; regulating substances which pose a significant threat to human health and environment; reviewing pesticide registrations; and co-ordinating tests of chemicals for environmental effects. *Topics:* Studies and surveys; chemical elements compounds; *Environmental Contaminants Act;* toxicology assessment and ecological protocols; regulation development; enforcement and compliance; transportation of dangerous goods; response to notices; mandatory reporting; automated information system; pesticides-control programs, registration, re-evaluation, research and trade information, research permits, compendium, non-chemical, mercury program. *Retrievability:* Files are arranged by subject, company and product.

DOE/CAP-280 *Formerly Identified as:* DOE/EPS-280
Waste Management
Description: Inventory of commercial and industrial solid wastes; technology development; studies and surveys; handling, storage and disposal of industrial and hazardous wastes; inventory sources and amounts of hazardous wastes; regulations development. *Topics:* Wastes and types; waste material management and disposal; committees; systems; collection; handling; waste management systems — disposal; state of the art; resource recovery and reclamation, materials; information and training; solid waste information retrieval system, inventory; guidelines and codes of practice; consultation services; technical evaluation; solid waste projects and development; area studies; equipment development; process development; taxes and incentives; waste nature and behavior projects; resource recovery — economic and marketing; technical capabilities. *Retrievability:* Files are arranged by subject, company and project.

DOE/CAP-285 *Formerly Identified as:* DOE/EPS-285
Environmental Emergency
Description: Information on environmental accidents; emergency teams; reporting and alerting operating procedures; special studies; research and development; contingency plans; pollution clean-up agents for collection and dispersal. *Topics:* Environmental emergency teams; operations and procedures; resource inventory; accident prevention; transportation; accident detection; pollution abatement; pollution containment; disposal; restoration; analysis-prediction, research and development projects; information. *Retrievability:* Files are arranged by individual environmental accidents.

DOE/CAP-290 *Formerly Identified as:* DOE/EPS-290
Planning, Assessment and Policy
Description: Information on the development of an environmental protection strategy; program, planning and systems development; socio-economic analysis of proposed major regulations. *Topics:* Program planning system development; activity program development; operational plans; activity management reports; policy development and analysis; program evaluation; program development; organization and systems project; economics; socioeconomic program; socioeconomic impact analysis — *Clean Air Act, Environmental Contaminants Acts, Fisheries Act. Retrievability:* By subject.

DOE/CAP-295 *Formerly Identified as:* DOE/EPS-295
Federal Activities Assessment
Description: Information on the evaluation of federally funded pollution control projects; demonstrating of pollution control technology at federal facilities; surveillance and monitoring programs for federal projects; environmental impact assessment of uranium refineries and radioactive waste facilities; and guidelines for radiation control programs. *Topics:* Federal activities projects; clean-up program; methods, techniques and refinements; federal government marine activities: Vessel Pollution Abatement Program; shore reception facilities; nuclear programs, projects, organizations. *Retrievability:* Files are arranged by company.

DOE/CAP-300 *Formerly Identified as:* DOE/EPS-300
Toxic Chemical Management
Description: Information on the toxic chemical management program. *Topics:* Toxic chemical mangement centres; regional operations; program research; pesticides; radionuclides; environment measurement.

DOE/AES-310
Research Management and Policy
Description: Meteorological, atmospheric, air quality, ice in navigable waters, remote sensing and other related environmental and technological research and development; research and related support activities of a general management nature — decisions and large scale agreements; training for research and grants for research outside the federal government which support the goals, objectives and policies for atmospheric research in Canada; mechanisms for better transfer of technology to and from government research laboratories, contracting-out of federal research and development. *Topics:* Agreements, treaties, studies, projects, federal activities, committees, plans and programs, fellowships, training and development, grants, unsolicited proposals, contracting, technology transfer. *Retrievability:* Files are located at 4905 Dufferin St., Downsview, Ontario.

DOE/AES-315
Air Quality Research Projects
Description: Information on research dealing with the quality of air. *Topics:* Field studies, wind energy, LRTAP Programs (Acid Rain), federal-provincial co-operative projects, IFYGL, Alberta Oil Sands, hazardous and toxic chemicals, air quality assessment processes, regional and international studies of meteorological potential for air pollution, boundary layer processes, experiments, analyses, scientific papers, program planning and international co-operation, air quality sampling, siting, analytical methodology for ambient atmospheres, workspace atmospheres and instream emissions.

DOE/AES-320
Atmospheric Research
Description: Information on weather modification, cloud physics, weather radar, ozone monitoring, stratospheric pollution, solar radiation and energy. Activities aimed at increasing precipitation (rain, snow) or suppressing hailfall; research in the physics of cloud and precipitation and in the detection of precipitation by weather radar; research conducted into the processes of the stratospheric ozone layer and its depletion by trace constituents (typically chlorofluorocarbons); calibration of solar radiation instruments and development of new solar radiation instrumentation and development of specialized solar radiation database. *Topics:* Weather Modification Policy, Agreement (with U.S.) and Co-operative projects; WMO PEP program, weather radar and cloud physics, ozone instruments, World Ozone Data Centre, stratospheric pollution, solar radiation.

DOE/AES-325
Atmosphere — High Atmospheric Vehicles
Description: Information on weather ice and other related environmental satellite research and development, ground receiving stations, data processing and distribution, and related hardware,

instrumentation technology; aeronautical meteorology, aviation studies, marine meteorology and meso-meteorology, wind energy, weather radar and radar satellite combined system; wind tunnel experiments, related field experiments and wind engineering. *Topics:* Canadian space policy, repairs of satellite receivers; high atmosphere vehicles, satellite data lab operations, satellite meteorology research and development projects (TOVS, RAINSAT, ICE STATUS), Aeromet Facility, Rockcliffe STOL project; Meso-met Network, data collection platforms; GOES Wind Energy Field Studies; radar satellite system; ICS Submission; AES Satellite Program; NOSS; SURSAT; wind tunnel experiments, operation and maintenance.

DOE/AES-330
Communications — Facsimile
Description: Information on Satellite Data Laboratory Operations.

DOE/AES-335
Contracts
Description: Information on contracts for satellite systems; also contracts for satellite research and development — TOVS, RAINSAT, ICE STATUS. *Retrievability:* Files are arranged by subject and company.

DOE/AES-340
Ice Observing Programs — Reconnaissance
Description: Information on verification of satellite data.

DOE/AES-345
Instruments
Description: Information on Aeromet Facility Instrumentation.

DOE/AES-350
Meteorology Aviation
Description: Information on the Rockcliffe STOL Project.

DOE/AES-355
Marine Meteorology
Descripiton: Information on TOVS.

DOE/AES-360
Meso-meteorology
Description: Information on the Meso-met Network. *Topics:* Operation; data.

DOE/AES-365
Meteorology Training
Description: Information on satellite meteorology.

DOE/AES-370
Projects — AES HQ
Description: Information on satellite activity reports; data collection platforms; SDL Staffing; SDL GOES; Meso-met Network; Wind Energy Field Studies investigations.

DOE/AES-375
Radar
Description: Information on the MOT Radar and Satellite System.

DOE/AES-380
Satellites
Description: Information on satellite programs. *Topics:* Cost recovery; staffing the SKL; ICS Submission; AES Satellite Programs; SDL Operations; NOSS; SURSAT.

DOE/AES-385
Weather Service
Description: Information on RAINSAT.

DOE/AES-390
Weather Service — Air Transportation
Description: Information on MOT Radar and Satellite System.

DOE/AES-395
Wind Tunnel (AES)
Description: Information on wind tunnel experiments, operations and maintenance.

DOE/AES-400
Projects Research AES Headquarters
Description: Information on computerized and man-machine mix system; module component development and design; research data set development; also implementation and joint projects with forecast operations. *Topics:* Systems design for automated weather forecasting procedures; creation of research data sets for weather forecasting research.

DOE/AES-405
Contracts
Description: Information on contracts for ice, oil spills on water and sea state models. *Retrievability:* Files are arranged by subject and company.

DOE/AES-410
Ice
Description: Information on regional ice models.

DOE/AES-415
Oil and Gas Exploration and Development
Description: Information on oil spill trajectories, freezing spray, ice and sea state models.

DOE/AES-420
Project — HQ
Description: Information on the development of forecast methods and techniques for AES forecast systems (including models — numerical, statistical). *Topics:* Weather prediction methodology; snow squall modelling; ice and sea state models; oil spill trajectory models; freezing spray; investigations.

DOE/AES-425
Telecommunications
Description: Operational, alpha-numeric and facsimile information distributed by dedicated or dial-up communication lines. *Topics:* Facsimile contracts, installations, procedures, traffic; teletype contracts, installations, procedures, traffic; computer aspects.

DOE/AES-430
Forecast Procedures
Description: Information on meteorological models, procedures and techniques in support of forecast production. *Topics:* Maps, charts and forms; professional training and development; satellite operations; plans and programs.

DOE/AES-435
Weather Services
Description: Information on policies, standards, procedures and guidance concerning the provision of weather services. *Topics:* General weather services; public weather services; air, marine and road transportation; agriculture; forestry; climatology; preflight weather information service; radio and television broadcasting; scientific support units; weather service outlets.

DEPARTMENT OF THE ENVIRONMENT

DOE/AES-440

Data Acquisition

Description: Information on land surface networks; upper air and aerological networks; Voluntary Observing Ship Program; remote sensing; environmental network. *Topics:* Station classification; site information; meteorological and aerological instruments; codes; data standards; data reduction; quality assurance; equipment supply; development and testing; lists of ships participating; satellite ground stations; APT, weather radar; signal processing; data transmissions; maintenance; plans and policies.

DOE/AES-445

Forecast

Description: Information on analyses and forecasts; hemispheric analyses, heights (pressure) temperature, moisture, winds from surface to 100 mbs; analyses of surface, 850, 700 and 500 mb levels from 1957 to date; historical data; verification statistics. *Storage Media:* Computer files — grid point data, microfilm, printed WX charts, charts and teletype message forms, written and graphic forms.

DOE/AES-450

Observations

Description: Observed data, hemispheric surface synoptic reports. *Storage Medium:* Coded forms.

DOE/AES-455

Climatology

Description: Information on applied climatology; climatological data and studies; information and requests; monitoring and prediction; numerical modelling. *Topics:* General climatology; climatology normals; recreation and tourism; station history system; National Parks; agrometeorology; ice accretion studies; biometeorology; energy; Canadian Climate Program; Climatic change. *Storage Media:* Microfilm, magnetic tape.

DOE/AES-460

Hydrometeorology

Description: Information on development of hydrometeorological techniques for measurements and analysis; application of meteorological techniques and data to hydrology and marine problems (hydrology, water resources, oceans, lakes and reservoirs); hydrological time series data; climatology of water temperature. *Topics:* International Hydrological Decade; hydrometeorological projects; investigations, research, studies and surveys; wind wave studies, evaporation. *Storage Medium:* Magnetic tape.

DOE/AES-465

Ice Information, Consultation and Advice

Description: Information on ice forecasting and services, ice research, climatology and Observing Program (reconnaissance).

DOE/AES-470

Communications — Computing Services

Description: Information on communications and communications-programming.

DOE/AES-475

Meteorology Training

Description: Information on professional training, development, technical training in meteorology.

DOE/AES-480

Data Acquisition Networks

Description: Information on atmospheric environment operations, overall policy, operational performance, procedures and standards.

DOE/AES-485

Instruments and Instrument Systems

Description: Information on instruments; general, humidity, evaporation, precipitation, marine, physical phenomena, pressure, radiation, atmospheric sounding wind.

EXPORT DEVELOPMENT CORPORATION

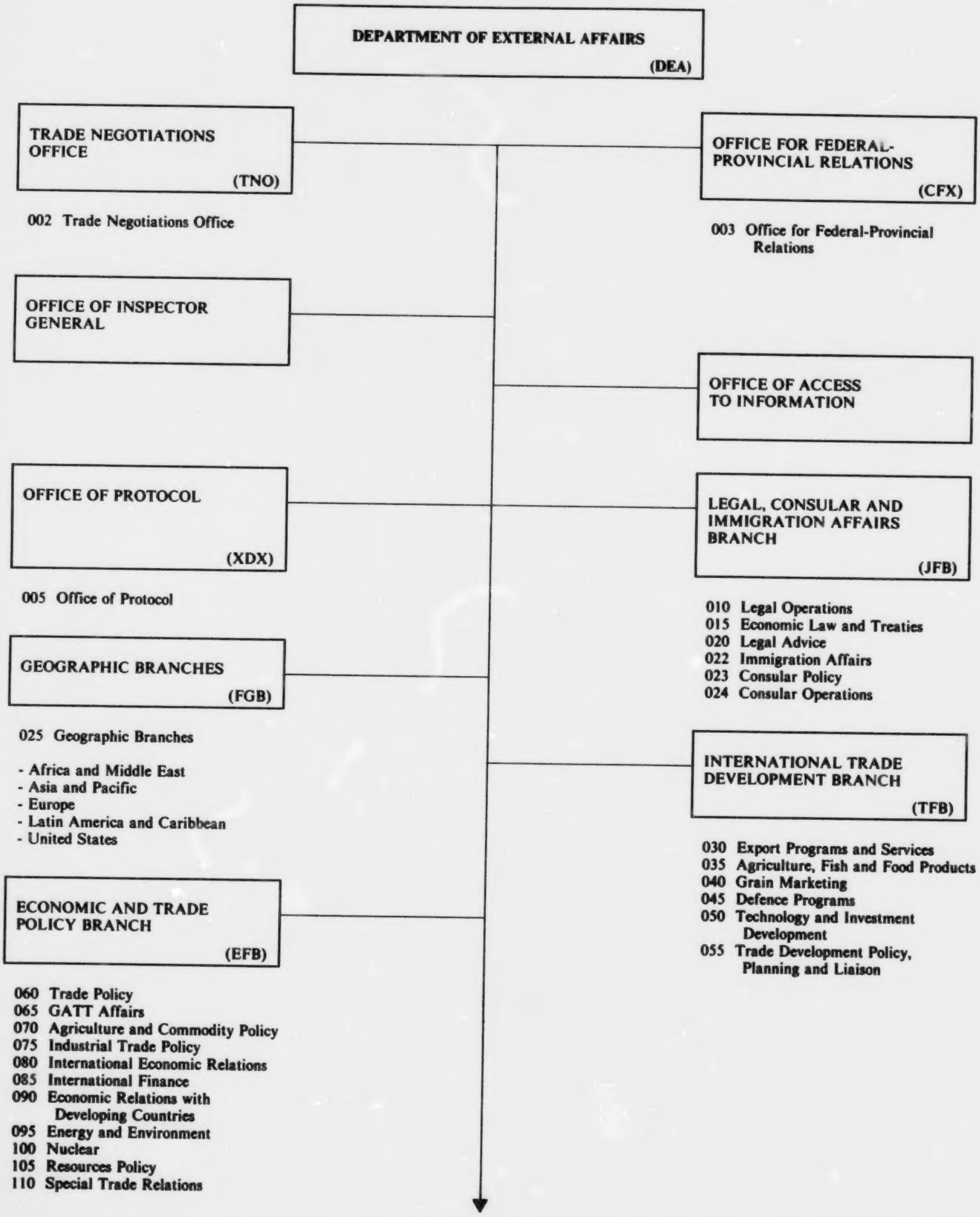
(NOT SUBJECT TO THE ACCESS TO INFORMATION ACT)

Chapter 42

DEPARTMENT OF EXTERNAL AFFAIRS

Chapter 43

DEPARTMENT OF EXTERNAL AFFAIRS



DEPARTMENT OF EXTERNAL AFFAIRS (DEA)

TRADE NEGOTIATIONS OFFICE (TNO)

002 Trade Negotiations Office

OFFICE FOR FEDERAL-PROVINCIAL RELATIONS (CFX)

003 Office for Federal-Provincial Relations

OFFICE OF INSPECTOR GENERAL

OFFICE OF ACCESS TO INFORMATION

OFFICE OF PROTOCOL (XDX)

005 Office of Protocol

LEGAL, CONSULAR AND IMMIGRATION AFFAIRS BRANCH (JFB)

010 Legal Operations
015 Economic Law and Treaties
020 Legal Advice
022 Immigration Affairs
023 Consular Policy
024 Consular Operations

GEOGRAPHIC BRANCHES (FGB)

025 Geographic Branches

- Africa and Middle East
- Asia and Pacific
- Europe
- Latin America and Caribbean
- United States

INTERNATIONAL TRADE DEVELOPMENT BRANCH (TFB)

030 Export Programs and Services
035 Agriculture, Fish and Food Products
040 Grain Marketing
045 Defence Programs
050 Technology and Investment Development
055 Trade Development Policy, Planning and Liaison

ECONOMIC AND TRADE POLICY BRANCH (EFB)

060 Trade Policy
065 GATT Affairs
070 Agriculture and Commodity Policy
075 Industrial Trade Policy
080 International Economic Relations
085 International Finance
090 Economic Relations with Developing Countries
095 Energy and Environment
100 Nuclear
105 Resources Policy
110 Special Trade Relations

DEPARTMENT OF EXTERNAL AFFAIRS

POLITICAL AND INTERNATIONAL SECURITY AFFAIRS BRANCH

(IFB)

115 United Nations Affairs
120 Commonwealth
121 Francophone Affairs
125 Arms Control and Disarmament
130 Defence Relations
135 Foreign Intelligence
140 Security

COMMUNICATIONS AND CULTURE BRANCH

(BCB)

150 Academic Relations
155 Arts Promotion
160 Cultural Policy
170 Domestic Communications
175 External Communications
176 Export Communications — Canada
177 Export Communications — Abroad
180 International Exhibitions

ADMINISTRATION BRANCH

(MCB)

215 Passport Bureau

PERSONNEL BRANCH

ACCESS TO INFORMATION AND
PRIVACY CO-ORDINATOR
DEPARTMENT OF EXTERNAL AFFAIRS
LESTER B. PEARSON BUILDING
TOWER A, MAIN FLOOR
125 SUSSEX DRIVE
OTTAWA, ONTARIO
KIA 0G2

DEPARTMENT OF EXTERNAL AFFAIRS

Background

The Department of External Affairs was established by an Act of Parliament in 1909 to deal with Canada's relations with other governments within the British Empire, and with foreign states. It was placed under the Secretary of State, with an Under-Secretary of State for External Affairs ranking as the permanent deputy head of the Department. In 1912, amending legislation placed External Affairs under the jurisdiction of the Prime Minister where it remained until 1946, when a separate Secretary of State for External Affairs was appointed. In 1981, the foreign operations of the Immigration Service were brought into the Department. In January 1982, there was a fundamental reorganization to include the foreign trade operation. Since then, two additional Cabinet Ministers, a Minister for International Trade and a Minister for External Relations, have been appointed. The new *Department of External Affairs Act* came into force on December 7, 1983.

Laws and Regulations

The Secretary of State for External Affairs is responsible for the following statutes:

- Department of External Affairs Act, 1983 c. 167
- Asia-Pacific Foundation of Canada Act, SC 1984, c. 12
- Canadian Commercial Corporation Act, RSC 1970 c. C-6
- Canadian Institute for International Peace and Security Act, SC 1984, c.37
- Cultural Property Export and Import Act, 1974-75-76, c. 50
- Diplomatic and Consular Privileges and Immunities Act, SC 1976-77, c. 31
- Export Development Act, RSC 1970, c. E-18
- Export and Import Permits Act, RSC 1970, c. E-17, and Regulations
- Food and Agriculture Organization of the United Nations Act, RSC 1970, c. F-26
- Fort Falls Bridge Authority Act, SC 1970-71-72, c. 51
- Geneva Conventions Act, RSC 1970, c. G-3
- International Boundary Waters Treaty Act, RSC 1970, c. I-20
- International Development (Financial Institutions) Assistance Act, SC 1980-81-82, c. 73
- International Development Research Centre Act, RSC 1970, c. 21 (First Supplement)
- Meat Import Act, 1980-81-82, c. 82
- Privileges and Immunities (International Organizations) Act, RSC 1970, c. P-22
- Privileges and Immunities (North Atlantic Treaty Organization) Act, RSC 1970, c. P-23
- Prohibition of International Air Services, SC 1980-81-82, c. 61
- Rainy Lake Watershed Emergency Control Act, SC 1939, c. 33
- Roosevelt Campobello International Park Commission Act, SC 1964-65, c. 19
- Skagit River Valley Treaty Implementation Act, SC 1984, c.11
- State Immunity Act, SC 1980-81-82-83, c. 95
- Territorial Sea and Fishing Zones Act, RSC 1970, c. T-7 as amended by RSC 1970, c. 45 (First Supplement) and RSC 1970, c. 14 Section 31, Item 9 (Second Supplement)
- Treaties of Peace (Italy, Romania, Hungary and Finland) Act, SC 1948, c.71
- Treaties of Peace (Japan) Act, SC 1952, c. 50
- United Nations Act, RSC 1970, c. U-3

Overall Responsibilities

The Department of External Affairs has the primary responsibility for the promotion and protection of Canada's interests abroad and the conduct of Canada's relations with other countries. Its main functions are: to ensure the effective representation of Canada in other countries and to international organizations including close contact, communication and negotiation with other governments and organizations through Canada's extensive network of representatives abroad; to evaluate information about political, economic and other developments likely to affect Canada's interest; to give advice to the government, often in consultation with other departments, on the formulation and implementation of policies and programs with international dimensions; to ensure the co-ordination of the external aspects and application of national policies for export trade promotion, defence and security, development assistance, immigration, and cultural and scientific exchanges; to reflect to peoples abroad the bilingual and multi-cultural character of Canadian society; and to provide protection and assistance to Canadian citizens abroad.

Autonomous agencies reporting to Parliament through the Secretary of State for External Affairs include the Foreign Claims Commission, the International Boundary Commission, the International Joint Commission, the Roosevelt Campobello International Park Commission, the Canadian International Development Agency, the International Development Research Centre, the Asia-Pacific Foundation and the Canadian Institute for International Peace and Security. With the restructuring of the Department, the Export Development Corporation and the Canadian Commercial Corporation have been added, and ministerial responsibility for these corporations has been delegated to the Minister for International Trade.

Publications

The following manuals are of general interest and use in the Department. Others are listed below under various bureaus.

- Manual of Procedures — containing administrative procedures for headquarters.
- Manual of Regulations
- Foreign Service Directives and Instructions, Guidelines, Comments
- Manual of Post Administration — provides administrative procedures for the guidance of posts abroad.

Key Contacts

Information on the Department and Canada's external relations can be obtained from several units of the Department.

For general information contact

Department of External Affairs
Lester B. Pearson Building
125 Sussex Drive
Ottawa, Ontario
K1A 0G2

Library (with reading room facilities)
Main Floor, Pearson Building
Telephone: (613) 992-6150
Hours 10:00 to 17:00 weekdays

Trade Information Centre (Info Export)
Main Floor, Pearson Building
Telephone: (613) 993-6435 or 1-800-267-8376
Hours 08:30 to 16:30 weekdays
(Answering Service after hours)

Domestic Foreign Policy and General Communications Division
C-2, Pearson Building
Telephone: (613) 996-9134
09:00 to 16:00 weekdays

An extensive list of publications on external relations including trade can be obtained free by communicating with this Division.

Media Relations Office
C-5, Pearson Building
Telephone: (613) 995-1874
Hours 08:30 to 17:30 weekdays

Access Procedures

Formal requests for information under the *Access to Information Act* should be addressed to

Access to Information and Privacy Co-ordinator
Department of External Affairs
Lester B. Pearson Building
Tower A, Main Floor,
125 Sussex Drive
Ottawa, Ontario
K1A 0G2
Telephone: (613) 992-1425
Hours 09:00 to 16:30 weekdays

Requests submitted to posts abroad under the *Access to Information Act* will be referred to this unit in Ottawa.

Organization

Department headquarters in Ottawa supervises regional passport offices in Canada and missions abroad bearing different names and performing varying functions. Within Canada, the regional offices of the Department of Regional Industrial Expansion (DRIE) support the export promotion program of the Department.

The Department in Ottawa is organized into the Office of the Under-Secretary of State for External Affairs and 12 branches, each under an assistant deputy minister, which supervise the work of the Department on a geographic, functional or administrative basis. Each branch is divided into two or more bureaus, each under a director general. The bureaus in turn are separated into divisions, each under a director.

Office of the Under-Secretary

The Under-Secretary, as deputy head, bears general responsibility for departmental policy and objectives. There is an Associate Under-Secretary who shares the management and direction of the Department, and a Deputy Minister for international trade. The 12 branches are each under an Assistant Deputy Minister. There are also special ambassadors, based in Ottawa, for disarmament, for the Conference on Security and Co-operation in Europe, and for multilateral and Canada-United States trade negotiations.

Missions Abroad

The *Department of External Affairs Act* defines "head of mission" in broad terms. There are at present 60 ambassadors resident abroad, 18 high commissioners to Commonwealth countries, 24 consuls-general, one commissioner and eight resident heads of mission to international organizations. There are also five small embassy offices with non-resident ambassadors, giving a total of 116 posts abroad, a figure which may vary slightly from time to time. Many ambassadors and high commissioners are doubly accredited, which adds 79 more countries to the list of those where Canada is represented. There are, in addition, 30 honorary consuls in cities with no other resident representative of Canada. Full details may be found in the publication Canadian Representatives Abroad, issued annually. Just over one hundred countries have diplomatic missions in Ottawa and another 43 have non-resident accreditation. Many countries have consulates in principal cities throughout Canada. The departmental booklet Diplomatic, Consular, and Other Representatives in Canada is also issued regularly.

International Organizations

Canada has permanent missions to international organizations. There are missions to the United Nations (UN) in New York and in Geneva, the latter also accredited to the Secretariat of the General Agreement on Tariffs and Trade (GATT) and to the five UN specialized agencies located there. There are permanent representatives to the UN Industrial Development Organization (UNIDO) and to the International Atomic Energy Agency (IAEA), both in Vienna; to the UN Centre for Human Settlements (HABITAT) and to the UN Environment Program (UNEP), both in Nairobi; and to the Food and Agriculture Organization (FAO) in Rome. There is also a permanent delegation to the UN Educational, Scientific and Cultural Organization (UNESCO) in Paris.

There are permanent missions to the North Atlantic Treaty Organization (NATO) in Brussels; to the European Communities (EC), also in Brussels; to the Organization for Economic Co-operation and Development (OECD) in Paris; and the Organization of American States (OAS) in Washington. There are delegations to the Mutual and Balanced Force Reduction Talks (MBFR) in Vienna and to the Conference on Disarmament in Europe (CDE) in Stockholm. In Canada, there is a representative to the International Civil Aviation Organization (ICAO) with headquarters in Montréal.

Trade Negotiations Office

A preparatory committee has been created, chaired by an ambassador, for the negotiation of a comprehensive trade agreement between Canada and the United States and in readiness for the next round of multilateral trade negotiations under the General Agreement on Tariffs and Trade (GATT). It is located at 50 O'Connor Street, 17th Floor, Ottawa, K1A 1J1.

Office of the Inspector General

The Office of the Inspector General helps senior management implement sound management practices and identify opportunities for improving the organization and morale of human resources abroad and at headquarters.

Office for Federal-Provincial Relations

The Office for Federal-Provincial Relations is responsible for providing policy advice and co-ordination on federal-provincial relations generally. It works closely with senior management and with other units in the Department to support their relations with the provinces and to ensure that the international interests and activities of the provinces are compatible with the Department's general responsibility for the conduct of Canada's foreign relations. The co-ordinating role of the office includes overseeing the Department's information service to the provinces, which keeps the latter informed of important Canadian foreign policy and operational devlopments. It also involves assistance as required with official international visits to and from the provinces, acting when necessary or appropriate as first point of contact for provincial requests for departmental services.

Office of Access to Information and Privacy

This unit, headed by a co-ordinator, is responsible for the Department's compliance with the *Access to Information Act*, which provides access to information under the control of the Government of Canada, and with the *Privacy Act*, which protects the privacy of individuals and provides individuals with a right of access to personal information about themselves. Requests for access to government records controlled by this Department are made to this unit.

Office of Protocol

The Chief of Protocol through the Office of Protocol handles the accreditation and appointment of foreign diplomatic and consular representatives to Canada, and that of Canadian heads of diplomatic and consular missions to other countries. This involves questions of diplomatic and consular privileges and immunities, respecting both foreign representatives in Canada and Canadian representatives abroad. The Chief of Protocol is the principal liaison between the Department and the Diplomatic Corps accredited to Canada. The office plans, organizes and manages state and official visits to Canada and participates in the logistical planning and conduct of travel abroad of the Governor General, the Prime Minister, the Secretary of State for External Affairs, the Minister for International Trade and the Minister for External Relations. In addition, the office organizes, arranges, and manages official hospitality functions for the Ministers and senior officials of the Department.

Manuals

- Manual of Visits Procedures

Legal, Consular and Immigration Affairs Branch

The Legal Affairs Bureau is divided into three areas: the Legal Operations Division handles UN and other multilateral legal issues, peace and security law, the law of the sea, maritime boundaries, environmental and fisheries law, and humanitarian law; the Economic Law and Treaty Division provides advice on subjects such as investment, energy, transport and communications, intellectual property, extraterritoriality, science and technology, and trade agreements and is also concerned with the protection of the property interests of Canadian citizens abroad, including claims arising from the take-over of property by foreign governments; the Treaty Section covers treaty interpretation and the formal aspects of their negotiation, signature, registration, and custody (information on the status of bilateral or multilateral treaties to which Canada is a signatory or party, and copies of these treaties, in English or French, may be obtained from this section); the Legal Advisory Division provides services on private international law such as the authentication of Canadian certificates and documents, and advice on the federal-provincial aspects of Canada's international relations, sovereign immunity, recognition of states and governments, protection of Candian citizens, and diplomatic and consular privileges and immunities.

The bureau also houses an extensive library on international law. There is a unit to give advice on domestic law questions.

Consular and Immigration Affairs Bureau

Since April 1981, the Department of External Affairs has been responsible for the delivery of the Immigration Program abroad. The Canada Employment and Immigration Commission (CEIC) sets overall policy and administers the *Immigration Act* and the immigration program in Canada. The Immigration and Refugee Affairs Division provides guidance to posts abroad on the delivery of both the Immigration and Refugee Programs and humanitarian assistance. Social Affairs Division has a comparable responsibility for the Refugee Program. As explained above, the programs divisions in the geographic bureaus are responsible for the day-to-day management of immigration programs in the countries of their regions. There are visa sections located in many Canadian missions abroad that handle the selection and processing of immigrants and visitors.

Two Consular Divisions — Policy and Operations — are responsible for the protection of and assistance to Canadian citizens abroad who encounter difficulties or require government services. In some countries there are honorary consuls to assist Canadians. Contingency planning for emergency situations and advice on avoiding pitfalls is given to Canadian travellers. Consular conventions and agreements have also been made with some countries, as have agreements for the transfer of offenders.

Manuals

- Immigration Manual (Selection and Control)
- Immigration Manual (Legislation)
- Immigration Manual (Examination and Enforcement)
- Manual of Consular Instructions

Geographic Branches

For the conduct of external relations, the world has been divided into five geographic regions, each constituting a branch under an assistant deputy minister. These are Africa and the Middle East; Asia and the Pacific; Europe; Latin America and the Caribbean; and the United States. Each branch is divided into sub-regional bureaus, with further separation into divisions. The responsibilities and activities of the Geographic Bureaus have much in common and are best described together.

Each bureau is responsible for the management and co-ordination of the full range of relations with its region. Included are the operations of the Canadian posts abroad in their area, their guidance and instruction, and the provision and allocation of resources to them. Under the *Department of External Affairs Act*, a head of mission, as defined, has the management and direction of the mission and the supervision of the official activities of the various Canadian departments and agencies in the country in question.

The work of the Geographic Bureaus is distributed among three types of divisions — relations divisions, trade development divisions and programs divisions. The relations divisions handle bilateral political and economic relations; country, sub-regional and regional analysis and policy; and, where appropriate for Third World countries, aid relations. All the trade development divisions handle export promotion; most of them deal in tourist promotion in conjunction with Tourism Canada, fairs and missions; and some are concerned with investment development. The trade development divisions are the main point of contact for the business community. The programs divisions are concerned with immigration and, in some cases, refugees and family reunification; cultural and academic relations; public affairs including information activities; and the management of visits to and from the area in question.

The structure of the two United States bureaus differs somewhat from that of the other bureaus, as they handle a large number of additional issues and problems. Some of these relate to the size and importance of our trading relationship and the need to resolve trade irritants. Others are of a transboundary character, such as air and water pollution, the export of energy, trucking, broadcasting and the work of the International Joint Commission and of the International Boundary Commission.

To learn who is the "desk" officer, or the person responsible for a particular country in the field of trade promotion, general relations or programs, the director general of the bureau concerned should be contacted.

International Trade Development Branch

Export Programs and Services Bureau

The Bureau manages a number of programs designed to inform and assist exporters and potential exporters in meeting the competitive chanllenges of the international marketplace. The activities of the Bureau are of a catalytic support nature to Canadian exporters.

The Export Finance and Capital Projects Division is principally responsible for ensuring that the export financing facilities available to the Canadian business community remain accessible and competitive. It is concerned with all aspects of export credit financing, including discussions in international bodies. The division participates in decisions affecting the Export Development Corporation, the Canadian Commercial Corporation and the Canadian International Development Agency to ensure that their resources are used effectively to further Canadian trade objectives. It takes initiatives related to Canadian procurement in capital projects financed by the World Bank and the regional development banks.

The Program for Export Market Development (PEMD) is designed to help develop and increase the export of Canadian goods and services by sharing with private enterprises the financial risks of entering into new foreign markets. Assistance is based on a sharing of agreed export marketing costs to a maximum of 50%, with the Crown contribution being repayable if the activity is successful.

The Fairs and Missions Division is responsible for financing participation in trade fairs and for outgoing and incoming missions, including visits to Canada by foreign buyers and government trade delegations. It conducts evaluation studies on the results or performance of participation in fairs and trade missions.

The Export Information Division is responsible for developing and implementing, in close collaboration with other trade development sections of the Department, the operational aspects of export initiatives, such as the Export Trade Month, Marketplace, and the Export Awards Program.

The Division is responsible for export education and research programs such as the Centres for International Business Studies at five universities and the International Business Research Centre of the Conference Board. In addition, the trade facilitation program seeks to assist Canadian exporters by developing international standards.

The Trading House and Countertrade Division provides a responsibility centre within the Department for the activities and interests of trading houses — companies specializing in the exporting, importing and third-country trading in goods and services provided by others. The division is also responsible for providing support and information to exporters on questions related to countertrade — the barter arrangements by which imported goods are paid for with goods of local production.

The Transportation Division is the departmental focal point for industry development, policies, and issues pertaining to transport in several forms. It advises on and conducts bilateral and multilateral relations in the development and implementation of air transport policy and in this regard supports the Chief Air Negotiator, who is appointed by the Minister of Transport and the Secretary of State for External Affairs. The division ensures consideration of Canadian trade and international relations factors in the development of policies on shipping, surface, and multimodal transport. It handles the deparmental interest in the International Civil Aviation Organization (ICAO), with headquarters in Montréal, and the International Maritime Organization (IMO) in London.

Agriculture, Fish and Food Products Bureau

This bureau provides programs and services specifically adapted to the needs of agri-food and fish exporters, to enhance their contribution to Canada's trade performance. Programs and services include identifying buyers for Canadian products; trade counselling and assistance in development of export marketing plans; market research for agriculture and fish products in key market areas; providing trade leads to exporters; and sponsorship of specialized seminars, missions and trade fairs. The bureau also provides financial assistance, under the special Food and Fish program for export market development (PEMD), to reduce the risks associated with moving into new market areas. The bureau's specialists keep track of trade barriers in the sector to ensure that Canadian business interests are well represented in international trade negotiations.

Grain Marketing Bureau

This bureau co-ordinates and carries out trade development activities and contributes to the development of trade policy for grains and oilseeds products. It has close relations with various Crown agencies, quasi-governmental bodies involved in the grain industry, and the private grain trade. It administers the grains and oilseeds program and, in conjunction with the Departments of Agriculture and Transport, it provides support through the Special Advisory Group on Grains to the Minister responsible for the Canadian Wheat Board. The primary objective of the bureau is to encourage sustained and orderly growth in the production, processing and marketing of grains, oilseeds and their products.

Defence Programs Bureau

The bureau is responsible for the development and management of defence equipment and selected high technology export trade on a worldwide basis. It identifies and evaluates the defence and related export trade opportunities, and promotes policies and strategies to exploit such opportunities. It handles defence production sharing arrangements and agreements with allied and friendly countries.

The Overseas Division is responsible for export market development for Canadian defence and related equipment, in all foreign markets except the United States. This includes NATO defence sharing and bilateral agreements with foreign governments. The United States Division handles export market development for defence equipment in the United States, and the management of the defence production sharing arrangements between the two countries. The Project Marketing Division is responsible for worldwide export marketing promotion for major defence and high technology products. There is also a section for market research and analysis, which provides statistical and other support for the expansion of defence equipment exports.

Technology and Investment Development Bureau

The bureau provides a departmental focal point for participation in policy development in the areas of science, technology, space and communications. It is a co-ordinating point for the management of international programs including export development programs related to these subject areas and deals with other interested government agencies. The bureau helps staff Canadian delegations to bilateral and multilateral meetings on these subjects, and works with provincial governments and private sector organizations in both policy and program activities. The bureau acts as the focal point within the Department for Investment Canada's overseas investment development program.

Trade Development Policy, Planning and Liaison Bureau

The three divisions of this bureau are designed to provide leadership in trade development matters. The Trade Development Policy Planning Division sets up general trade development objectives, formulates export marketing policies and strategies, and assesses trade development functions and the delivery of programs. It provides advice on the allocation of departmental resources in relation to trade development objectives. The Trade Development Liaison Division is the focal point for the Department's relationship with the private sector, the provinces and other departments with regard to trade development matters. The division formulates strategies of communication and consultation and provides support to the

Ministers and senior management of the Department in these matters. The Trade Development Market Research Division does analyses of the export market on the basis of sectors, including market research related to the Defence Industry Productivity Program.

Economic and Trade Policy Branch

Trade Policy Bureau

The Trade Services and General Policy Division is responsible for the development and review of general trade policy, including import policy. This includes the commercial policy aspects of economic summits, quadrilateral trade meetings, the United Nations Conference on Trade and Development (UNCTAD), and the Organization for Economic Co-operation and Development (OECD). The division is also responsible for trade policy issues respecting services, and it handles the Canadian interest in the generalized system of preferences (GSP).

The GATT Affairs Division is responsible for the overall co-ordination and management of Canada's participation in the General Agreement of Tariffs and Trade (GATT) and its subsidiary agreements. This calls for safeguarding and improving access to foreign markets on the basis of the rights and obligations under GATT, including in some instances the use of its dispute settlement machinery.

The Agriculture and Commodity Policy Division covers the international aspects of agricultural trade policy, particularly those involved in the multilateral institutions of OECD, GATT and the Food and Agriculture Organization (FAO). Its responsibility for international commodity agreements and arrangements includes negotiations related to Canada's participation in these and the ongoing involvement in the councils and other bodies charged with the management of the agreements.

The Industrial Trade Policy Division is responsible for international aspects of industrial policy in the context of Canada's trading relations and obligations. It gives special attention to sectors such as transportation equipment, including automobiles; capital and consumer goods; pharmaceutical and health care products; and to domestic industrial policy issues related to Canada's international trade.

Economic Policy Bureau

The bureau is responsible for the co-ordination and development of policy on international economic issues and the advancement of Canadian economic interests in the international sphere. The International Economic Relations Division examines the worldwide economic situation and deals with the broader aspects of economic issues in meetings such as the Economic Summits and OECD ministerial meetings. It covers the general economic and trade aspects of east-west relations. The International Financial and Investment Affairs Division has the principal responsibility within the Department for questions of international finance, monetary matters, the International Monetary Fund (IMF), international banking and debt issues, industrial and intellectual property covered by patents and copyright, competition policy, Canadian foreign investment policy (Investment Canada), investment issues dealt with in international bodies, and the treatment and conduct of multinational enterprises.

The Economic Relations with Developing Countries Division has the general responsibility within the Department for Canada's policy on development assistance and for the north-south dimension of international economic relations. This includes the co-ordination of Canada's participation in multilateral discussions on economic relations with developing countries in such forums as the World Bank, other development banks of a regional character, the United Nations including UNIDO and UNCTAD, the World Food Program, other international agricultural agencies, and the Development Assistance Committee (DAC) of OECD.

Energy, Resources and Environment Bureau

The Energy and Environment Division seeks to ensure that international policy considerations are taken into account in determining domestic policies and programs in the energy and environment sectors. It works closely with those interested in the export of energy (such as oil and gas) in order to exploit energy trade opportunities, and it manages Canada's international energy relationships, including membership in the International Energy Agency (IEA) with headquarters in Paris. On the environment side, the division co-ordinates Canada's involvement in international issues and is the focal point for policy and technical expertise covering the broad spectrum of environmental questions. It provides support to the geographic sections in the management of bilateral environmental issues. The division is also responsible for Canadian participation in international organizations, notably the UN Environment Program (UNEP).

The Nuclear Division is responsible for the development and implementation of nuclear export policy, including Canada's non-proliferation policy. Its activities include the negotiation and carrying out of Canada's support for the Non-Proliferation Treaty, and relations with other countries in the nuclear policy field. The division works with Canada's nuclear industry, both uranium and reactor, in export activities; and co-ordinates Canadian participation in the International Atomic Energy Agency (IAEA) and the OECD/Nuclear Energy Agency.

The Resources Policy Division is concerned with the development of domestic policies in the resources sector to ensure that full advantage is achieved in the multilateral trade framework. It covers coal and petrochemicals, metals and minerals, and forest products.

Special Trade Relations Bureau

This bureau is responsible for the development, implementation and administration of import and export control measures under the authority of the *Export and Import Permits Act* and Regulations.

Import Controls I Division handles textiles and clothing. It prepares recommendations to the government on special measures for protection against the disruptive effect of low-cost imports to the textile and clothing industries, handles bilateral export restraint arrangements, and undertakes unilateral action. It co-ordinates the Canadian position under the GATT arrangement regarding international trade in textiles (Multi-fibre agreement).

Import Controls II Division administers the import controls on certain agricultural goods, such as dairy and poultry products, to give effect to the government's supply management and price support policies. It also gives effect to special measures of protection on imports such as footwear, pursuant to injury findings under the *Special Import Measures Act*, and beef under the *Meat Import Act*.

The Export Controls Division is responsible for policy formulation and the administration of controls on exports of military, nuclear and strategic goods; and for the implemention of the government's national security, foreign policy and safeguards objectives. It co-ordinates positions on these either for individual permit applications or for presentation of Canadian views to the Co-ordinating Committee (COCOM), which co-ordinates views on the export of strategic equipment to Warsaw Pact countries and the People's Republic of China. The membership of COCOM includes the members of NATO (except Iceland) as well as Japan.

The divisions of the Special Trade Relations Bureau are supported by a data processing service that maintains and revises a computerized system of information, including the permits issued by customs brokerage offices across Canada. There are provisions for permit auditing and action on violations.

Manuals

- The Export and Import Permits Act Handbook
- The Handbook of Import Codes
- Notices to Exporters, Instructions
- Notices to Importers, Instructions

Political and International Security Affairs Branch

International Organizations

This bureau co-ordinates Canada's general participation in the United Nations and most of the specialized agencies, for example UNESCO, and institutions that form part of the UN system (see International Organizations in introductory section under Organization). It is thus responsible for delegations to the annual General Assembly of the UN and to other meetings and conferences. A separate division deals with the promotion of human rights at the international level, as well as with social affairs in the UN context: the aged and disabled, indigenous rights, drugs and crime prevention, and the advancement of women, for which there is a special unit.

The Commonwealth Division co-ordinates Canada's multilateral relations with the countries of the Commonwealth, as well as the Commonwealth Secretariat in London, and the many Commonwealth official and non-governmental organizations. The most important conference for which it is responsible is the biennial meeting of the Commonwealth heads of government.

The Francophone Affairs Division co-ordinates Canada's multilateral relations with French-speaking countries in relevant matters, especially through the Agence de coopération culturelle et technique (Agency for Cultural and Technical Co-operation) with headquarters in Paris, and the summit meetings of Francophone heads of state or governments. It also arranges participation in French-speaking conferences on education, youth and sports, and liaises with non-governmental francophone associations.

International Security and Arms Control Bureau

The Arms Control and Disarmament Division prepares policy on arms control and disarmament in close liaison with the Department of National Defence and other departments and agencies. It is responsible for guidance to the Canadian delegations to the various United Nations meetings on arms control and disarmament in New York and Geneva and related conferences, including the Stockholm Conference on Security, and Confidence-Building Measures and Disarmament in Europe. One section deals with the several aspects of nuclear weapons and disarmament; another is concerned with the control of conventional weapons, biological and chemical weapons, the reduction of military budgets and the economic aspects of disarmament. The division's public liaison section administers the Department's Disarmament Fund and provides assistance to balanced research and public information activities. The *Disarmament Bulletin*, a periodical review of national and international arms control and disarmament activities is also published by this section. A Verification Research unit undertakes and commissions studies relating to the verification aspect of arms control and disarmament agreements.

The Defence Relations Division has the general task of co-ordinating and preparing policy proposals on the defence aspects of Canadian foreign policy. It is concerned with the political and defence policy facets of Canada's participation in NATO. It is also responsible for the formulation of Canadian policies on arms control in the east-west context, seeking balanced and verifiable reductions and limitations in the nuclear and conventional forces of members of NATO and the Warsaw Pact. A section deals with bilateral defence relations, in particular North American defence, including North American Aerospace Defence (NORAD) affairs. The head of the section is the Canadian secretary of the Permanent Joint Board on Defence. Another section is concerned with military training assistance to developing countries and Canada's involvement in international peacekeeping operations.

Foreign Intelligence Bureau

This Bureau produces current and long-term political and economic intelligence assessments and liaises with other departments and governments for the exchange and dissemination of intelligence. An Interview Division collects information about foreign countries which is not otherwise readily available from Canadian residents.

Security Services Bureau

This Bureau is responsible for the personal safety of the Department's personnel, for the security of personnel, property and documents, both in Ottawa and abroad; and for liaison with other departments and governments on national security questions involving foreign relations. The Emergency Preparedness Division's responsibilities include Canadian Government policy and countermeasures to deal with international terrorism, contingency planning and crisis management. The last includes the Operations Centre, a focal point for special task forces formed to deal with serious crises. The Division's responsibilities also include the departmental role in fulfilling obligations under the Vienna Conventions. In addition, the Division supplies threat assessments and advice to Canadian missions abroad and co-ordinates threat assessments for Canadian VIPs travelling overseas.

Communications and Culture Branch

International Cultural Relations

There are three divisions in this bureau. The Academic Relations Division, in conjunction with the Geographic Programs Division, works to develop a sustained interest in Canada among members of the academic community outside Canada, especially in certain countries. The division encourages Canadian studies; manages some post-graduate awards for foreign nationals at Canadian universities; promotes the study of international relations at Canadian universities; provides, each year, several foreign service visitors on Canadian campuses; carries out historical research; and provides assistance to scholars interested in Canada's external relations.

The Arts Promotion Division promotes tours abroad of Canadian performing artists, the exhibition of Canadian art, and participation in film festivals. It is the point of contact in the Department for the cultural community. The Cultural Policy Division handles international cultural policy issues, establishes the policy framework for the international cultural relations program, deals with the international aspects of sports events, both at home and abroad, and promotes the export of cultural products.

Foreign Policy and General Communications Bureau

There are three divisions in this Bureau. The Domestic Foreign Policy and General Communications Division fosters domestic understanding of Canada's foreign policy and answers enquiries from Canadians on external relations. The External Foreign Policy and General Communications Division determines policies and activities to support programs of public information undertaken by Canadian missions abroad.

Library Services

Library Services operates the main library on the ground floor of the Pearson Building for the Department's use and also for professors, students and other researchers, from Canada and abroad, who wish to study international relations. The resources include books, documents of international organizations, periodicals, newspapers and press clippings. There is an International Trade Data Bank, a system designed to provide detailed reports for use by potential Canadian exporters on trade flows between the larger trading countries.

Trade Communications Bureau

There are three divisions in this Bureau. The Export Communications — Canada Division is responsible for developing and implementing, in close collaboration with other trade development sections of the Department, export awareness initiatives, such as the Export Trade Month and the Export Awards Program, as well as responding to general trade enquiries. It operates the trade information centre on the main floor of the Pearson Building, called Info Export. The Export Communications — Abroad Division develops and implements communications programs designed to support the activities of Canadian missions abroad in developing overseas export markets and sources of foreign investment. The International Exhibitions Division handles Canadian participation in world exhibitions, the circulation of special exhibits, and is responsible for the international promotion of EXPO '86 in Vancouver.

Media Relations Office

This unit is headed by a director who serves as official spokesman to the media for the Ministers and the Department. The director provides the official position on foreign policy and international trade questions. Besides answering questions from journalists and handling the Department's day-to-day press relations, the office arranges general press conferences for ministers, at home and abroad, and special briefings by departmental officials on complex subjects. It issues press releases for the Department and Ministers containing formal announcements of the Department and texts of statements and speeches by ministers. It assists Canadian journalists going abroad on assignment and makes arrangements for journalists accompanying ministers when they visit other countries or attend international conferences. It also organizes programs for members of the press accompanying foreign leaders on official visits to Canada.

Administration Branch

This branch serves the Department in Ottawa and Hull and the missions throughout the world through four bureaus.

Passport Bureau

The bureau issues passports to Canadian citizens in Canada. The main passport office in Hull has a public counter and there is also one at headquarters in the Pearson Building in Ottawa. There are 16 regional offices: Calgary, Edmonton, Fredericton, Halifax, Hamilton, London, Montréal, Québec, St. John's, Saskatoon, Toronto, North York (Toronto), Vancouver, Victoria, Windsor and Winnipeg. Passport services are provided abroad at Canadian diplomatic missions and consulates.

The Passport Bureau also issues Certificates of Identity and United Nations Refugee Convention travel documents to non-Canadian legal residents and those currently living in Canada who are eligible to receive them.

Manuals

- Passport Office Administrative Procedures Manual
- Passport Office Handbook of Examining Practices
- Passport Policy Manual
- Passport Office Operating Procedures Manual

The Finance and Management Services Bureau

This Bureau directs the Department's expenditure accounting operations at home and abroad; designs, develops and operates the Department's financial planning and analysis system including the preparation and presentation of the departmental budget estimates; and plans and provides a range of management services at headquarters and posts abroad including designing and implementing computer systems and providing computer services.

Manuals

- Manual of Financial Management
- Post Administration Diary

Communications and General Services Bureau

The Bureau provides a set of integrated support services to the Department, and in some instances to other government departments and to posts abroad.

The Telecommunications Division operates a global secure telecommunications network and diplomatic courier service between government departments and agencies and representatives abroad; and maintains in a secure environment selected telecommunications, information processing and specialized systems for headquarters and missions.

The Records Management Division provides both a traditional and a computerized records management system at headquarters and provides records management guidance to missions; it gives support to the retrieval of records for the Department's obligations under the *Access to Information Act* and *Privacy Act;* it also provides centralized mail services from headquarters.

The Headquarters Facilities Management Division supports the Department by providing office space, and the delivery of services such as telephones, furniture, office equipment and office supplies. The word processing section provides the Department with a centralized word-processing service and offers guidance to decentralized word processing users.

Manuals

- The Records Classification Guide

The Physical Resources Bureau

This bureau is responsible for the planning, and provision through purchase, lease or construction of all Crown-held property that the Department provides in support of the government's integrated foreign operations. These include the acquisition of related materiel and the provision of maintenance services for embassy properties abroad.

Manuals

- Mission Property Manaual
- Fire Safety at Posts Abroad
- Manual of Materiel Management
- Property Management Technical Guides

Personnel Branch

The branch, which is concerned with the whole range of the Department's human resources, is divided into three bureaus which handle recruitment, training and development, staffing and service abroad, appraisal, promotion and remuneration of officers and administrative staff, as well as, to some extent, locally engaged employees abroad. Some headquarters personnel are classified as non-rotational but many of the bureaus' functions relate specifically to the operations of the Foreign Service, such as assignment to missions and conditions and compensation of service outside Canada. A Posting Services Centre gives advice to those going on foreign service. One division is responsible for all aspects of the Department's official languages program and another unit handles foreign language training.

Manuals

- Personnel Administration — Appraisal and Promotion Systems
- Manager's Guide to Personnel
- Personnel Administration — Locally Engaged Staff
- Code of Conduct and Conflict of Interest Guidelines
- Discipline
- Grievance Procedure
- Diplomatic and Consular Relations and Protocol

The Corporate Management Bureau

This bureau is concerned with the overall planning and evaluation of the Department's operations and management, including the allocation of resources.

The Cabinet Liaison and Co-ordination Division ensures that the three Ministers of the Department receive full information and briefing on the international and departmental implications of submissions to Cabinet. It also co-ordinates departmental submissions to Cabinet. There is a separate unit, the senior management secretariat, which prepares a broad range of policy and administrative information for the deputy ministers and the Ministers and the Department at large. The Secretariat serves principal committees of the Department; co-ordinates official visits abroad, visits by foreign representatives to Canada, and representation at major international meetings; and provides the departmental liaison for parliamentary relations.

The Policy Development Bureau

The divisions of the bureau provide advice to senior management of the Department on medium- and long-term policy and on new policy options and directions. They provide advice in both political/strategic and trade/economic policy areas. They also draft notes for speeches on contemporary policy themes.

Classes of Records

DEA/TNO-002

Trade Negotiations Office (New)

Description: This class contains information on bilateral and multilateral trade agreements, principally the negotiation of a Canada-United States comprehensive trade agreement, and the next round of multilateral trade negotiations under the GATT. *Topics:* Bilateral negotiations; briefs and briefings; conferences and meetings; GATT; investment issues; procurement; provincial involvement; reports and statistics; visits and tours; senate vote; multilateral trade negotiations; conferences; issues; markets; regions; sectors.

DEA/CFX-003 *Formerly Identified as:* DEA/SFB-205

Federal-Provincial Relations

Description: Information on provincial involvement in international activities; provincial or federal-provincial implications for Canadian relations with foreign countries and groupings; the national unity issue as it affects Canada's foreign policy and international relations; provincial aid projects under CIDA; and visits abroad by provincial representatives as well as visits of foreign representatives to the provinces. *Topics:* Policy; surveys and reports; treaties and agreements; organizations and conferences; legislation; flow of information to the provinces; visits abroad of provincial personalities; foreign visitors to Canadian provinces; provincial representatives abroad; foreign representatives in Canadian provinces; implications for Canadian relations with other countries and groupings; agriculture; aid; consular affairs and visas; cultural affairs; economic affairs; finance and trade; education; health; human environment; immigration; information and public relations; labour; natural resources; science; social affairs; telecommunications and outer space; tourism; transportation; emergency plans; civil defence and NATO.

DEA/XDX-005

Office of Protocol

Description: Information on the accreditation and appointment of foreign and Commonwealth representatives to Canada and of Canadian representatives to other countries; diplomatic privileges and immunities; and the planning, organization and management of state and official visits to Canada. *Topics:* Diplomatic representation; policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; status and precedence; accreditation; privileges and immunities; privileges and immunities abroad; Canadian representatives abroad — heads of post, consular officers, special envoys; foreign representatives in Canada — heads of post, political advisors, military advisors, commercial advisors, special advisors; consular officers and trade commissioners; provincial representatives abroad; diplomatic and consular lists; ceremonials; honours and awards; hospitality and security of foreign diplomatic missions in Canada.

DEA/JFB-010 *Formerly Identified as:* DEA/JCX-010

Legal Operations

Description: Information on maritime legal questions, international legal activities in the environmental field and UN legal issues. *Topics:* Territorial and high seas matters; fishing zones; fisheries agreements; fishing treaties; fisheries regulations; fisheries exports; international fisheries commissions; fish stocks; maritime boundaries; transboundary fish stocks; fisheries negotiations; fisheries conservation; marine scientific research; marine mammals; Law of the Sea; continental shelf; international seabed area; compensatory financing; transfer of technology; Arctic sovereignty; deep-seabed enterprise; seabed authority; nickel production; marine environmental protection and preservation; marine vessel traffic agreements; navigation safety; admiralty law; marine pollution control; bonding arrangments; oil and hydrocarbon exploration; transportation regulations; environmental law; environmental relations; offshore mining and drilling; air pollution control; weather modification; aviation organizations; outer space law; international space committees; space agreements and treaties; human rights; refugees; terrorism; hijacking; disarmament; direct broadcast satellites; nuclear-powered satellites.

DEA/JFB-015 *Formerly Identified as:* DEA/JCX-015

Economic Law and Treaties

Description: Information on Canada's international economic relations, trade and commodity agreements and related matters. *Topics:* Trade agreements; commodity agreements; constitutional law; international dispute settlement; international organizations; international investment; international industrial policy; international commercial arbitration; international energy issues; jurisdictional issues; sanctions and boycotts; transport and communications; international bankruptcy issues; foreign and domestic claims; international development; international finance; International Law Commission; treaty negotiation, interpretation, registers, procedures and publication.

DEA/JFB-020 *Formerly Identified as:* DEA/JCX-020
Legal Advice
Description: Information on questions of public and private international law and international relations. *Topics:* Policy and plans; reports and statistics; judicial and legal services; authentication and notarial acts; diplomatic and consular privileges and immunities; consular questions; sovereign immunity; recognition of states and governments; provincial participation in international agreements; passport matters; defence regulations; security matters; transfer of offenders; narcotics control; transborder police operations; immigration legislation and regulations; extradition; childnapping; private international law; administrative law; private institutional law; maintenance orders; letters rogatory; depositions; service of documents.

DEA/JFB-022 *Formerly Identified as:* DEA/SFB-185
Immigration Affairs
Description: Information on matters relating to Canadian immigration services. *Topics:* Policy, plans and programs; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; visits; adoption; asylum; employment authorizations; bonds and security deposits; briefs and submissions; citizenship; complaints; data system; death of immigrants; demography; education and training; enforcement; examinations; exclusion and removal; federal-provincial relations; identification and travel documents; illegal entry; marriage and divorce; military personnel; Minister's permits; posts and posts' operations; recruitment and selection; convention and other refugees and designated classes; organizations including ICM, UNHCR and UNRWA; voluntary agencies refugee centres and re-establishement; humanitarian assistance; religious groups and sects; settlement; special events; terrorism; transportation; accommodation; repatriation of immigrants; emigration; research projects.

DEA/JFB-023 *Formerly Identified as:* DEA/SFB-190
Consular Policy
Description: Information on Canadian consular policy matters. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; extension of services abroad; social security plans; immigration and citizenship matters; enquiries and complaints; consular conventions and understandings; diplomatic and official visas; co-ordination of consular programs for posts abroad; consular training; honorary consuls; shipping and seamen; transfer of offenders; deportation; and travel industry.

DEA/JFB-024 *Formerly Identified as:* DEA/SFB-195
Consular Operations
Description: Information on Canadian consular operations. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; fee collection and control; services on behalf of other countries; services as a protecting power; registration of nationals; emergency evacuation; government benefits and services; assistance to nationals; assistance through local authorities; offences, arrests, detentions, conscription of Canadians abroad; merchant vessels and seamen, commercial aircraft and airmen, military personnel, veterans; social security; prisoners of war and civilian internees; death and estates, reunification of families; and visa registration.

DEA/FGB-025
Geographic Branches
Description: Information on the formulation and conduct of Canadian policy; the supervision of operations of the diplomatic and consular posts and Canada's relations with the country in which it is situated; bilateral matters involving diplomatic missions of other countries in Canada and policy advice; information on the activities of the branches and involvement with the public and private sectors in Canada's trade relations; the drawing up and negotiating of bilateral and multilateral agreements, acts, regulations, quotas and standards pertaining to Canada's foreign trade. *Topics:* Policy and background; trends in global, international and national affairs; Canadian external policy and relations; foreign policy trends; internal policy trends; guidance to heads of post; reports and statistics; periodic reports; tour reports; treaties and agreements; organizations and conferences; laws; national historical outlines; nationalism; visits; neutralism and non-alignment; peace and non-aggression; intervention and non-intervention; dependent territories; colonialism and imperialism; interim control and surveillance; independence and recognition; political asylum; government, constitution, head of state, cabinet, legislature, judiciary, administration; national symbols; church-state relations; political parties, non-party groups and elections; provincial and municipal affairs; communism; internal security forces; political prisoners; subversion and espionage; demonstrations and riots; coups d'état; disputes and incidents; economic relations; development assistance; bilateral environmental and energy questions; transboundary issues such as pollution; trade relations; immigration consultation and research; exchange of information for the trade sector; international trade relations; associations; clubs and societies; commodities; companies; conferences, seminars, conventions and meetings; committees; co-operation and liaison; economic and political conditions; environmental conditions; international organizations; statistics; taxation and taxes; tourism; transportation; acts, legislation and regulations, food and drug regulations; immigration acts and regulations; marketing and labelling acts; standards; agreements; customs and tariffs; export and import controls; financing and aid; Canadian banks and financial institutions; Canadian Commercial Corporation; contracts and tenders; development banks; foreign banks and financial institutions; government financing and aid; investment; international trade; assistance to exporters and importers; Canadian capabilities and competitiveness; Canadian trade; industrial co-operation; joint ventures; international economic boycotts; programs; selective identification systems for multilateral project opportunities; overseas projects; third country operations; fairs and exhibitions; missions and visitors. *Note:* The records of the Programs Divisions, in fields such as immigration, cultural relations and information activities, form part of the records of the general functional bureaus of the Department, described elsewhere.

DEA/TFB-030

Export Programs and Services

Description: Information on policies and special issues in the international marketing area that are generally non-recurring. Also included is a range of information on the international marketing policies and activities of a variety of public and private sector organizations; federal government programs of export education assistance to business and to export education activities and international business research and studies of various public and private sector organizations; information on the activities of the federal government and private sector groups in gathering and disseminating market intelligence; information on the development of export marketing strategies for particular foreign country markets; federal government incentive and assistance programs related to export marketing; information on the activities of trading houses and questions of countertrade or barter arrangements; and information on Canadian and international policy in the area of transportation. *Topics:* International marketing policy; co-operation and liaison; export marketing liaison; export education; foreign market intelligence; export marketing planning and co-operation; market strategy; programs; development banks; OECD; Export Trade Month, Export Awards Program, trading houses, countertrade operations; policies and plans in the field of transport; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; visits; companies; civil aviation; merchant shipping; railways; roads; multimodal transport.

DEPARTMENT OF EXTERNAL AFFAIRS

DEA/TFB-035
Agriculture, Fish and Food Products
Description: This class covers information relating to the production and marketing, nationally and internationally, of agricultural, fish, grocery, livestock, meat and dairy products on a national and international basis, including world market situations and the general economic development of such Canadian industries. Also included is the bureau's involvement with various associations and organizations from the public and private sectors and other countries, missions, visits, trade fairs, grants, loans and contributions programs designed to assist the industries in the development and marketing of their products. *Topics:* Agricultural products; feed; fresh fruits; fresh vegetables; pulses; seeds; tobacco; aquaculture; companies; foreign countries; fresh water species; groundfish; industrial fishery products; marine mammals; marine plants; pelagic species; provinces; roes; caviar; salmon; sharks; swordfish; shellfish; grocery products; baked goods; beverages; fruit and vegetables; grain-based products; international commodities; processed foods; dairy products; fur products; livestock; meat; poultry; agricultural intelligence; agricultural reporting; associations; clubs; societies; energy conservation and reduction; fairs and missions; food industry; market surveys; missions and visits; tariffs; trade agreements; negotiations; treaties; transportation; FAO programs generally; Program for Export Market Development (PEMD); programs of other departments.

DEA/TFB-040
Grain Marketing
Description: This class contains information relating to the activities of the Canadian grain exporting and processing firms. Included are outgoing and incoming trade missions; visits of buyers; technical seminars; feeding trials; grants, loans and contributions programs designed to help the grains and oilseeds industry in the development and marketing of new produts; research surveys and analysis of the industry; the development and administration of various acts and legislation governing the activities of the Canadian grain industry; trade agreements and treaties; production and marketing nationally of Canadian products; world market situations; general economic development of the industry; involvement with associations and organizations from the public and private sectors, including government departments and foreign organizations; foreign market conditions; trade laws; regulations; and agricultural production. *Topics:* Fairs and missions; visits; grain missions to foreign countries; market development studies; industry sector profiles; research; marketing analysis; Rapeseed Utilization Assistance Program; Program for the Advancement of Industrial Technology; Program for Export Market Development; Grains and Oilseeds Marketing Incentive Program; Enterprise Development Program; acts and legislation; grains policy; markets for grain; markets for oilseeds; programs, grains; transportation and handling; grains financial matters; fats and oils; associations, institutions and organizations; committees; conferences and meetings; companies; corporations and firms; provincial governments; federal government departments and agencies; economics.

DEA/TFB-045
Defence Programs
Description: This class covers information concerning the policies and procedures on the industrial and trade aspects of defence programs, research, development, marketing and production of defence products; Canada-U.S. defence development and production sharing; activities of NATO, its committees and groups. *Topics:* Defence programs generally; acts, legislation and treaties; export controls; trade restrictions; defence industry productivity program; military training assistance to non-NATO countries; program for export market development; products; associations; companies; countries; Canada-U.S. defence development and production sharing generally; defence development sharing arrangements; defence production sharing arrangements; NATO generally; committees; Airborne Early Warning; Industrial Advisory Group; Maintenance Supply Services Agency.

DEA/TFB-050
Technology and Investment Development
Description: Information on trade relations and policies as they relate to the science, technology, space and communications industries; the export market for these industries as well as the development and implementation of marketing strategy for their products and services; foreign investment; the international aspects of science, technology, space and telecommunications. *Topics:* Industry trade policies, industry sector policies, profiles and strategies; Telidon marketing generally; development banks; special marketing; trade shows; companies; programs; foreign investment in Canada; science, technology and communications policy and plans; reports and statistics; treaties and agreements; organizations and conferences, legislation and regulations; visits and exhibitions; branches of science, training; research; scientific information; scientific manpower; technological development; standards; time and the calendar; outer space; satellites; tracking; balloons; legal aspects; research and development; telecommunications satellites; radio, telephone and telegraph; television; cable; computer communications.

DEA/TFB-055
Trade Development Policy, Planning and Liaison
Description: Information on the development of export marketing strategies, including material provided as contributions or comments by other departments, provinces, private sector groups and academic institutions; federal government programs related to export trade developments and government policies which affect export market developments. *Topics:* Policies related to export development; Export Trade Development Board; provincial affairs; economic development; Canadian industry policy development; industrial development; trade development.

DEA/EFB-060
Trade Policy
Description: Information on international trade, customs tariffs, international trade conferences, trade promotion, policies and restrictions, trade agreements, export controls, strategic controls and embargoes, trade in services. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; visits; tariff negotiations; customs; low-cost imports; surplus disposal; subsidies; quantitative restrictions; state trading; commercial relations; trade promotion; trade fairs; tourism; quarantine regulations; strategic trade controls.

DEA/EFB-065
GATT Affairs
Description: Information on the co-ordination and management of Canada's participation in the General Agreement on Tariffs and Trade. *Topics:* Policy; charter; relations; membership; secretariat; financing; public relations; documents; sessions; council meetings; multilateral trade negotiations.

DEA/EFB-070
Agriculture and Commodity Policy
Description: Information on international aspects of agricultural trade policy and international commodity agreements. *Topics:* Agricultural industry; food and agriculture; commodity trade; policy and plans; organizations and conferences; treaties and agreements; schools and training; visits.

DEA/EFB-075
Industrial Trade Policy
Description: Information on trade relations and policies as they relate to domestic industrial policy. *Topics:* Transportation equipment including the importation of automobiles, capital and consumer goods, pharmaceutical and health care products.

DEA/EFB-080
International Economic Relations
Description: Information on international and domestic studies; trends and conditions; discussions on international economic policy and relations; macroeconomic questions; OECD activities and Economic Summits; east-west multilateral economic issues, including Basket II of the Conference on Security and Co-operation in Europe and the Economic Commission for Europe. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; visits; budgets; industrial organizations; regional economic groupings; scientific and technical co-operation in industry; joint ventures.

DEA/EFB-085
International Finance
Description: Information on international finance and monetary matters, the activities of public and private agencies in the field of banking, investment and insurance. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; visits; taxation; public debt; currency; foreign exchange and payments; capital movements; banking; gold; insurance; domestic investment; foreign investment; control of assets; companies and co-operatives; industrial property; multinational enterprises.

DEA/EFB-090
Economic Relations with Developing Countries
Description: Information on international economic development, Canada's policy on development assistance and North-South issues. *Topics:* Policy, plans and programs; reports and statistics; treaties and agreements; organizations and conferences; legislation; international co-ordination; project assistance; non-project assistance; technical assistance; food aid; export development; relief; volunteer services.

DEA/EFB-095
Energy and Environment
Description: Information on questions and negotiations concerning conventional and new forms of energy; international energy policy co-ordination; economic and commercial developments; and Canadian and international policy and activities in the field of the environment. *Topics:* Policy and plans; reports and statistics; treaties and agreements, organizations and conferences; legislation and regulations; visits; electricity; petroleum and natural gas; conservation; coal; energy research and development; environmental research and development; protection of nature; wildlife and aquatics; prevention of diseases; social development; pollution; pollution by industry; pollution by radiation; land spoliation; air, water and transportation pollution.

DEA/EFB-100
Nuclear
Description: Information on questions and negotiations concerning nuclear energy, safeguards, international nuclear energy policy co-ordination, and economic and commercial development. *Topics:* Policy and plans; reports and statistics, co-operation and agreements; organizations and conferences; legislation and regulations; visits; IAEA co-operation; technical assistance and information; research and development; safeguards; export and import; safety standards.

DEA/EFB-105
Resources Policy
Description: Information on trade relations and policies as they relate to resources industries; information on export markets and marketing strategies for these industries. *Topics:* Coal and petrochemicals, metals and minerals, industrial materials and forest products.

DEA/EFB-110
Special Trade Relations
Description: Information relating to government administration of the *Export and Import Permits Act* and any other related acts and regulations; the Bureau's activities and involvement with individual companies in the area of export and import quotas and market restraints; the Bureau's activities in the control of imported and exported commodities; and its dealings with concerned government and non-government agencies. *Topics:* Legislative Acts; consultations and negotiations, country agreements, permits and certificates, violations and prosecutions; companies; general correspondence; commodities; policy, injurious imports; textiles, clothing, footwear; agricultural products; electronic products; other exported items; associations and general economic data; countries; general correspondence; government departments and agencies; associations, statistics and correspondence.

DEA/IFB-115
United Nations Affairs
Description: Information on the organization, structure, administration, relations and sessions of the United Nations; including the Security Council, the General Assembly, and other UN organizations such as the United Nations Educational, Scientific and Cultural Organization (UNESCO), the International Labour Organization (ILO), Food and Agriculture Organization (FAO), World Health Organization (WHO), International Civil Aviation Organization (ICAO), United Nations Centre for Human Settlements (HABITAT), United Nations Environment Program (UNEP), International Telecommunications Union (ITU), Universal Postal Union (UPU), and International Maritime Organization (IMO); information on Canada's participation in United Nations human rights, status of women, minorities and race relations, social and humanitarian activities. *Topics:* Policy and programs — UN Charter, relations with countries, specialized agencies, inter-governmental organizations, non-governmental organizations, membership; Secretariat — finance and administration, privileges and immunities, public relations, documentation, personnel; General Assembly — rules and procedures, sessions, agenda, delegations, credentials, general committee, main committees, Canadian statements; Security Council — rules of procedure, delegations, membership, reports to General Assembly; Economic and Social Council — sessions; United Nations system, including above agencies; policy; plans; programs; international, national and non-governmental human rights organizations and conferences; reports and statistics; international co-ordination; promotion of human rights; status of women; minorities and race relations; drugs and crime prevention; human rights violations; treaties and agreements; multilateral human rights matters and policies.

DEA/IFB-120
Commonwealth
Description: Information on Canada's participation in Commonwealth programs and activities. *Topics:* Policy; development; membership; Prime Ministers' meetings; inter-governmental conferences; organization of Royal visits; Queen and Royal Family; Commonwealth ministerial meetings and conferences; functional co-operation and the activities of non-governmental organizations.

DEA/IFB-121 *Formerly Identified as:* DEA/SFB-210
Francophone Affairs
Description: Information on the multilateral aspects of Canada's relations with French-speaking countries; formulation and implementation of Canadian policy; co-ordination of the Canadian contribution to their aid programs; establishment and co-ordination of Canadian participation in various meetings of an official or semi-official nature; inter-governmental conferences; international associations and private organizations. *Topics:* Policy and plans; reports and statistics; treaties and agreements; orientation and development; admission and participation; attitudes of non-member

countries; international conferences; secretariat; inter-governmental agencies and private associations; programs and activities; documentation and studies; aid and development; culture and information; science and technology; education and youth exchange.

DEA/IFB-125
Arms Control and Disarmament
Description: Information on various issues involved in formulating advice and recommendations on policy and positions intended to control the arms race. *Topics:* Policy and positions; reports and statistics; public opinion in Canada, public opinion abroad; treaties and agreements; international organizations and conferences; legislation and regulations; measures; plans and proposals; control and verification; cut-off, use and transfer of fissionable material; reduction and elimination of nuclear weapons and nuclear weapons carriers; reduction and elimination of chemical and biological warfare (CBW) weapons; reduction of conventional armaments and armed forces; military budgets; foreign bases; transition from stage to stage of disarmament; outer space; reduction of the risk of war; disengagement and denuclearized zones; comprehensive test ban and disarmament studies and research; suspension of nuclear tests — policy and positions, treaties and agreements; organizations and conferences, plans and proposals; nuclear war; legal aspects; economic and social consequences; publication of the periodic *Disarmament Bulletin*.

DEA/IFB-130
Defence Relations
Description: Information on the development and co-ordination of Canadian foreign and defence policies on issues such as NATO, NORAD and other North American defence issues. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; visits; Canadian forces, foreign forces, defence authorities; visiting forces; bilateral relations — Canada; bilateral relations — other countries; armed forces — policy and procedures, co-ordination personnel, navy, army, air force, paramilitary forces, uniforms and insignia, decorations, colleges and courses, commemorations and war graves, welfare and entertainment, non-military activities; conventional and nuclear armaments; peacekeeping; defence research; military information; air defence systems; manoeuvres and exercises; bases, installations and related activities; arms sales; military transportation; communications; aircraft clearances; military assistance; mobilization for war; outer space; service attachés; civil defence and emergency planning.

DEA/IFB-135
Foreign Intelligence
Description: Information on the collection and analysis of foreign political and economic intelligence from other federal departments and agencies, the public media, foreign governments, international organizations and other sources that provides a basis for policy formulation on matters affecting Canada's interests. *Topics:* Political affairs; policy and plans; reports and studies; agreements; organizations and conferences; legislation and regulations; visits; international associations and private organizations; release of information; foreign political parties; foreign personalities; special clearances; liaison arrangements; interviews with Canadian residents. *Retrievability:* Major case files are arranged by country, international organization or individual.

DEA/IFB-140
Security
Description: Information on matters concerning the physical security of documents, communications and buildings, and the safety of personnel both at posts abroad and in Ottawa; personnel security; and issues affecting national security. *Topics:* Policy and co-ordination; reports and information; treaties and agreements; legislation and regulations; visits; arrangements; conferences and delegations; assistance to foreign missions; the Vienna Conventions; passport security; immigration security; foreign intelligence activities in Canada; communist and pro-communist parties and organizations; vulnerability; exchange and release of information; travel by Canadian residents; threat assessments; foreign representatives in Canada; visitors; communications services; documents and information; violations; inspections; education and training; responsibility of staff; guard protection; personnel debriefing; physical, technical, equipment, security clearances.

DEA/BCB-150 *Formerly Identified as:* DEA/SFB-150
Academic Relations
Description: Information on awards, scholarships, fellowships and exchange programs offered by the Canadian government to nationals of certain countries; teaching, historical research and relations with foreign and Canadian academics and universities. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; exchange of persons; universities; education associations; awards, scholarships, fellowships; assistance to research scholars; teaching, research and publications.

DEA/BCB-155 *Formerly Identified as:* DEA/SFB-155
Arts Promotion
Description: Information on the promotion of cultural relations between Canada and other countries. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; visits; fairs and exhibitions; cultural centres; cultural information; book presentations; libraries and literature; architecture; visual arts; performing arts; culture and history.

DEA/BCB-160 *Formerly Identified as:* DEA/SFB-160
Cultural Policy
Description: Information on international cultural policy issues and programs, sports presentations and international competitions. *Topics:* Policy and plans; reports and statistics; organizations and conferences; legislation and regulations; visits; exchanges of persons; sports presentations and international sports competitions.

DEA/BCB-170 *Formerly Identified as:* DEA/SFB-170
Domestic Communications
Description: Information on activities and materials used to inform Canadians about Canadian foreign policy, international relations and the Department's services. *Topics:* Policy and plans; reports and statistics; organizations and conferences; conventions and agreements; visits; exchange of information; requests for information; press; publications and visuals; editorial services; distribution; technical equipment and supplies; External Affairs publications; official publications in Canada; non-governmental publications; newspapers; local press; news agencies and press associations; feature materials and visual materials; photographs, filmstrips and recordings; graphics; exhibits and displays; motion pictures; radio and television; T.V. films and tapes.

DEA/BCB-175 *Formerly Identified as:* DEA/SFB-175
External Communications
Description: Information materials on Canada sent to other countries, including information on Canadian government policies and programs. *Topics:* Policy and plans; reports and statistics; conferences and seminars; visitors to Canada programs; requests for information; foreign press; External Affairs publications; exhibits and displays; films, recordings, transcripts, radio and television programs; promotion and publicity; timely information to posts; and celebrations of anniversaries and international events.

DEA/BCB-176
Export Communications — Canada (New)
Description: Information on activities and materials used to promote exports and to inform Canadians about Canadian trade promotion. *Topics:* Canada Export Trade Month, associations, organizations, institutes, societies, chambers of commerce, labour organizations;

private companies; advertising and public relations; provincial programs; conferences, seminars, conventions, meetings; trade fairs; federal programs.

DEA/BCB-177
Export Communications — Abroad (New)
Description: Information on Canadian exports including information on Canadian government policies and programs for the development of overseas export markets and foreign investment in Canada. *Topics:* Associations, organizations, institutes, societies, chambers of commerce, labour organizations, private companies; advertising and public relations; provincial programs; conferences, seminars, conventions, meetings, trade fairs; federal programs; investment development, other government departments; events; investment specialists; publications; investment policies.

DEA/SFB-180
International Exhibitions
Description: Information on liaison and representation at the International Bureau of Exhibitions in Paris and world exhibitions. *Topics:* Policy and plans; reports and statistics; organizations and conferences; visits; exhibits and displays.

DEA/MCB-215
Passport Bureau
Description: Information on the issue of passports to Canadian citizens in Canada and abroad, Certificates of Identity and United Nations Refugee Convention travel documents. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; surveys and studies; information activities; public relations; legal affairs and services; citizenship; visa and travel; fee collection and control; passport accountability, application, eligibility, issue, validation and amendment, and categories; emergency certificates; certificates of identity; control lists; lost or stolen passports; denial of services; fraudulent activities; security precautions.

Deleted Classes of Records

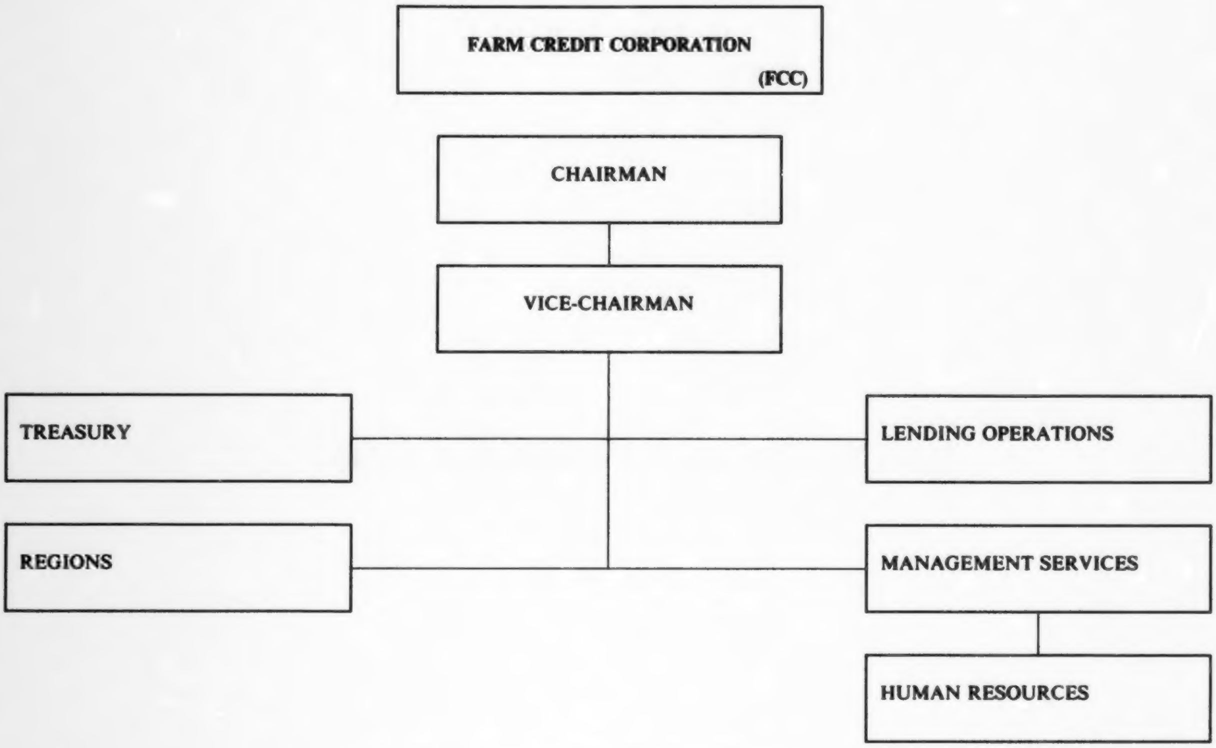
These classes of records have been deleted because the information can now be found in other classes of records.

DEA/IFB-145	Economic Intelligence
DEA/SFB-165	Historical Information
DEA/SFB-200	Social Policy and Programs

FARM CREDIT CORPORATION

Chapter 44

FARM CREDIT CORPORATION


FARM CREDIT CORPORATION
(FCC)
CHAIRMAN
VICE-CHAIRMAN
TREASURY
LENDING OPERATIONS
REGIONS
MANAGEMENT SERVICES
HUMAN RESOURCES

CENTRALIZED CLASSES OF RECORDS

005 Legislation, Organization and Policy
010 Farm Credit Act Lending Policy
015 Farm Syndicates Credit Act Lending Policy
020 Farm Appraisal System and Benchmarks
025 Operational Staff Training
030 Advisory Services
035 Special Programs
040 Research Policy
045 Agricultural Statistics and Economics
050 Research
055 Statistical Information and Programs
060 Technical Information
065 Conferences
070 Projects and Reports
075 Financial Model
080 Land Transfer Plan Loan Administration
085 Farm Syndicates Credit Plan
090 Farm Credit Act Loan Administration
095 Life Insurance
100 Ancillary Agreements
105 Collections
110 Real Estate Mortgages
115 Chattel Mortgages
120 Identification of Accounts
125 Indian Loans

ACCESS TO INFORMATION AND
PRIVACY CO-ORDINATOR
FARM CREDIT CORPORATION
P.O. BOX 2314, STATION D
OTTAWA, ONTARIO
K1P 6J9

FARM CREDIT CORPORATION

Overall Responsibilities

The Farm Credit Corporation (FCC) is a federal Crown agency charged with the administration of the *Farm Credit Act* and the *Farm Syndicates Credit Act*. The objective of the legislation is to provide Canadian farmers with long-term credit programs that will ensure sufficient financial resources to permit the establishment and expansion of economically viable farm enterprises.

Laws and Regulations

- Farm Credit Corporation Legislation
- Related Federal Credit and Development Legislation
- Conferences, Legal Counsel, General Administration
- Organization — Department of Agriculture
- Organization of the Corporation
- Policy and Procedures
- Committees
- Executive Memoranda and Circulars
- Special Studies and Reports on Agriculture

Organization

In order to fulfil its mandate, the Corporation has established a network of offices throughout the farming community in all ten provinces. Corporate headquarters is located in Ottawa. Seven regional offices, each having its own complement of district and field offices, service the agricultural community across the country. Regional boundaries correspond geographically with provincial boundaries, except for Atlantic Canada, where the four provinces are covered by a regional centre located in Moncton, New Brunswick. Nationally, the Corporation has 111 offices to serve the farming public.

Corporate headquarters is organized into nine distinct component groups. These are composed of the chairman's office, lending operations, treasury, financial services, legal services, communications, corporate planning, corporate audit, and management services. Regions are functionally organized into a lending services group, including all field operations, and a loan administration group.

The chairman is chief executive officer of the Corporation and is responsible for the supervision and direction of all work and staff of the Corporation. The chairman presides at all meetings of the board of the Corporation, executes instruments requiring his signature, and performs all duties, and exercises all powers incident to his office, and any other duties and powers as may be assigned to him by the board or by statute.

The vice-chairman is a member of the board of the Corporation and exercises all of the powers and duties of the chairman in his absence. As chief operating officer, he directs all work and staff engaged in treasury, lending operations, and management services of the Corporation and exercises all other powers and duties as may be assigned to him by the chairman or the board of the Corporation.

Access Procedures

Formal requests under the *Access to Information Act* should be sent to

Access to Information Co-ordinator
Farm Credit Corporation
P.O. Box 2314
Postal Station D
Ottawa, Ontario
K1P 6J9
Telephone: (613) 996-6606

Lending Operations

This group directs, controls and advises on lending research, advisory and loan administration services, and special programs. It is also responsible for enforcement of the Corporation's loan security in accordance with corporate policies.

Manuals

The following manuals are available at head office and regional offices

- Farm Credit Act — Policy and Procedures
- Farm Syndicates Credit Act — Policy and Procedures
- Loan Administration — Policy and Procedures
- Advisory Services — Policy and Procedures

Classes of Records

FCC/ADM-005
Legislation, Organization and Policy
Description: Information on legislative drafts and amendments, organizational changes, policy development, and system procedures development. *Topics: Farm Credit Act* and *Farm Syndicates Credit Act* — interest rate and regulations; loans to Indians on reserves; small farm development; land transfer plan terms and conditions; acts and regulations amendments; conferences (general, regional, agricultural and appraisal); policy and procedural manuals; annual reports; committees — general, advisory, executive, standing and senior management; appeal boards; circulars; Task Force on Agriculture; agents and solicitors; management audits. *Storage Media:* Paper and computer. *Retrievability:* Files arranged numerically by subject and by province.

FCC/ADM-010
Farm Credit Act Lending Policy
Description: Policy directives, rulings and reports on the *Farm Credit Act* lending policy. *Topics:* Correspondence; guidelines; specialized enterprises; two-province loans; capital restrictions; low-income farmers; Indian loans; Department of Regional Economic Expansion (DREE), capital monitoring; eligibility; vertical integration; Hutterites and Mennonites; co-operatives; corporations; partnerships; security, production, marketing; purposes, amount, terms and conditions of loans; interest rates; appraisal fees; forms and procedures; loan monitoring; flood risk areas. *Storage Medium:* Paper. *Retrievability:* Files arranged numerically by subject.

FCC/ADM-015
Farm Syndicates Credit Act Lending Policy
Description: Policy directives, rulings, reports and analyses on the *Farm Syndicates Credit Act* policy. *Topics:* Policy; correspondence; eligibility; purpose of loan; amount of loans; terms and conditions of loans; forms and procedures; operational analyses. *Storage Medium:* Paper. *Retrievability:* Files arranged numerically by subject.

FCC/ADM-020
Farm Appraisal System and Benchmarks
Description: Correspondence, copies of reference material, requests for aerial photographs, and instructions on the Corporation's appraisal system. *Topics:* Benchmarks and economic guides — British Columbia, Alberta, Saskatchewan, Manitoba, Ontario, Québec, the Atlantic Region; aerial photographs; appraisals — other departments and agencies. *Storage Medium:* Paper. *Retrievability:* Files arranged numerically by subject.

FCC/ADM-025
Operational Staff Training
Description: Policy, instructions and general correspondence on operational staff training. *Topics:* Operational training policy;

operational training — British Columbia, Alberta, Saskatchewan, Manitoba, Ontario, Québec, the Atlantic Region; special training; appraisal training; case studies and demonstrations; appraisal courses (ASFMRA); loan counselling and farm management. *Storage Medium:* Paper. *Retrievability:* Files arranged by subject and province.

FCC/ADM-030
Advisory Services
Description: Information on Advisory Services policy, procedures, reports and meetings. *Topics:* Correspondence; supervision policy and procedures. *Storage Medium:* Paper. *Retrievability:* Files arranged numerically by subject.

FCC/ADM-035
Special Programs
Description: Policy, documentation, instructions, rulings, agreements and reports concerning the Land Transfer Plan, purchases and sales grants. *Topics:* Policy; correspondence; land transfer plan — operational policy, special credit eligibility, Corporation purchase and resale to provinces, vendor grant eligibility, provincial agreements, forms and procedures; Small Farm Development Program — evaluation, National Advisory Committee, Co-ordinating Committee, Interdepartmental Committee. *Storage Medium:* Paper. *Retrievability:* Files arranged by subject and province.

FCC/ADM-040
Research Policy
Description: Information on policy, meetings, farm management, projects, case studies and training. *Topics:* Canadian farm management committee; Canadian farm management sub-committee on research; Canadian farm management committee — training modules; financial management course. *Storage Medium:* Paper. *Retrievability:* Files arranged numerically by subject.

FCC/ADM-045
Agricultural Statistics and Economics
Description: Statistical data, reports, forecasts, trends, related correspondence. *Topics:* Agricultural statistics and economics; economic and market outlook; agricultural statistics and economic data, 1981 census; interest rate trends; farm product prices; farm income and costs; forecasting on Farm Credit Corporation lending; land values; financial markets; financial instruments; quota values. *Storage Media:* Paper and publications. *Retrievability:* Files arranged numerically by subject.

FCC/ADM-050
Research
Description: Research reports, studies, data and correspondence. *Topics:* Management assessment; farm size analysis; capital situation; production cost analyses; farm family living costs; special assignments; capital allocation and monitoring data; borrowers' age analysis; financial model study. *Storage Medium:* Paper. *Retrievability:* Files arranged numerically by subject.

FCC/ADM-055
Statistical Information and Programs
Description: Statistical information, new program developments, listing of computer programs, loan summary and review coding, reports, summaries and correspondence. *Topics:* Coding instructions; time lapse analysis; solicitors' time; purpose of loans; appraisal; benchmark and budget analyses; national lending summary; application and appraisal workload; land transfer program; federal farm credit statistics; documentation; standing committee; advisory committee; retired and assumed loan analyses; characteristics of borrowers; interview log summary; National Appeal Board summaries; annual report; terminal, special reports; bankruptcies; branch appeal board reports; number of accounts; financial and lending data; selected statistics programs; special programs. *Storage Medium:* Paper. *Retrievability:* Files arranged numerically by subject.

FCC/ADM-060
Technical Information
Description: Technical information and reports for subject areas not previously specified. *Topics:* Canadian Socio-economic Information Management (CANSIM); monthly and quarterly production runs — AGDATA (commodity prices, bond market). *Storage Medium:* Statistics Canada computer. *Retrievability:* Statistics Canada (codes available at FCC).

FCC/ADM-065
Conferences
Description: Working papers, reports and correspondence on conferences. *Topics:* Research conferences, FCC and non-FCC; federal-provincial relations. *Storage Medium:* Paper. *Retrievability:* Files arranged numerically by subject and province.

FCC/ADM-070
Projects and Reports
Description: Information on reports, marketing boards, and quotas; correspondence. *Topics:* Farm Survey Report: Study of Marketing Boards; study of credit for low income farmers; 1971 Arrears Analysis Report; Manitoba Survey; 1980 Farm Survey Report. *Storage Media:* Paper and publications. *Retrievability:* Files arranged numerically by subject.

FCC/ADM-075
Financial Model
Description: Information on the financial model used to develop interrelated balance sheet, income statement and financial ratios. *Storage Media:* Paper and computer. *Retrievability:* Files arranged by subject.

FCC/ADM-080
Land Transfer Plan Loan Administration
Description: Information on policies and directives concerning the land transfer plan loan administration and the Special Farm Financial Assistance Program (SFFAP); also correspondence. *Topics:* Land Transfer Plan loan administration and SFFAP. *Storage Medium:* Paper. *Retrievability:* Files arranged by subject and province.

FCC/ADM-085
Farm Syndicates Credit Act
Description: Information on rulings, legal opinions, security, disbursement, identification and administration related to the *Farm Syndicates Credit Act*. *Topics:* Correspondence; policies; new loan documentation; loan administration. *Storage Medium:* Paper. *Retrievability:* Files arranged by subject and province.

FCC/ADM-090
Farm Credit Act Loan Administration
Description: Information on policy, rulings, fire insurance, forms and procedures, disbursements, notices, statements, security, legal opinions, suspense and liaison related to administration of loans under the *Farm Credit Act*. *Topics:* Correspondence; policy; fire insurance; new loan documentation; retained funds; instalment notices; activity statements; retired and assumed loan documentation; collateral security; partial interest, surface leases and easements; legal opinions; suspense funds disbursements; liaison. *Storage Media:* Paper and computer. *Retrievability:* Files arranged by subject and province.

FCC/ADM-095
Life Insurance
Description: Life insurance studies, tenders, operations, rulings, interpretation, reports and claims. *Topics:* Correspondence; life insurance program; Equitable Life, Metropolitan Life; life insurance

reports; outstanding death claims. *Storage Medium:* Paper. *Retrievability:* Files arranged by subject and province.

FCC/ADM-100
Ancillary Agreements
Description: Information on rulings, reports, directives, forms, procedures, contracts and instructions related to ancillary agreements. *Topics:* Correspondence; grazing leases; crop share agreement; instalment postponements; advisory service agreements; re-amortization agreements; waiver and consent; mortgage postponement; provincial interest rebates; monthly and irregular payment schedules; marketing board agreements. *Storage Medium:* Paper. *Retrievability:* Files arranged by subject and province.

FCC/ADM-105
Collections
Description: Information on collection matters including policies, directives, rulings, reports, instructions, legal procedures, statistics, taxes, acquisition and disposition of property, analyses, estimates. *Topics:* Policies; correspondence; collection procedures; taxes on security; arrears reports; foreclosures, power of sale, quit claims; bankruptcies; legal action reports; recovery action summaries; forecasts of losses. *Storage Medium:* Paper. *Retrievability:* Files arranged by subject and province.

FCC/ADM-110
Real Estate Mortgages
Description: Information on directives, rulings, instructions and documentation concerning real estate security. *Topics:* Policies; correspondence; partial discharges; assumption of mortgage; exchange of security; leasehold and equity mortgage. *Storage Medium:* Paper. *Retrievability:* Files arranged by subject and province.

FCC/ADM-115
Chattel Mortgages
Description: Information on chattel mortgage matters, including directives, rulings, legal actions, procedures and reports. *Topics:* Policies; correspondence; administration; monitoring; renewals and releases. *Storage Media:* Paper and computer. *Retrievability:* Files arranged by subject and province.

FCC/ADM-120
Identification of Accounts
Description: Information on directives and reports concerned with the identification of accounts. *Topics:* Correspondence; change of field, district and geographic areas; change of address and account numbers. *Storage Media:* Paper and computer. *Retrievability:* Files arranged by subject and province.

FCC/ADM-125
Indian Loans
Description: Information on loans to native people, including directives, instructions, rulings and reports. *Topics:* Agreements, policies, administration; recoveries from the Department of Indian and Northern Affairs. *Storage Medium:* Paper. *Retrievability:* Files arranged by subject and province.

FEDERAL BUSINESS DEVELOPMENT BANK

Chapter 45

FEDERAL BUSINESS DEVELOPMENT BANK

FEDERAL BUSINESS DEVELOPMENT BANK
(BDB)

FINANCIAL SERVICES
(FLS)

005 Reports
010 Policy
015 Other Sources of Financing
020 Loans, Guarantees and Other Types of Financing
025 Loan Accounting and Processing System (LAPS)
030 Accounts History File
035 Dead Loan File
040 Support Groups
045 Investments and Venture Capital
901 Administration
902 Acts and Legislation
903 Administrative and Management Services
904 Co-operation and Liaison
905 Building and Properties
906 Building
907 Lands
908 Utilities
909 Equipment and Supplies
910 Furniture and Furnishings
911 Office Appliances
912 Procurement
913 Vehicles
914 Finance
915 Accounts and Accounting
916 Audits
917 Budgets

MANAGEMENT SERVICES
(MTS)

050 Management Services
055 Management Counselling
060 Information Services
065 Management Training

ACCESS TO INFORMATION CO-ORDINATOR
FEDERAL BUSINESS DEVELOPMENT BANK
P.O. BOX 335
STOCK EXCHANGE TOWER STATION
MONTREAL, QUEBEC
H4Z 1L4

FEDERAL BUSINESS DEVELOPMENT BANK

Background

The Federal Business Development Bank (FBDB), a Crown corporation was established by the *Federal Business Development Bank Act* of 1974 to succeed the Industrial Development Bank (IDB), which was formed in 1944. While the IDB provided only financial assistance to industry, the Federal Business Development Bank was created to promote and assist in the establishment and development of business enterprises in Canada by providing not only financial assistance, but also management counselling, management training, information and advice, with particular attention to the needs of small businesses. The Bank provides the small business enterprise with a single source from which to obtain both financing and information suited to its particular requirements.

Overall Responsibilities

Financial Services

The Bank acts as a supplemental lender providing funds by means of loans and equity financing to independent businesses that cannot obtain the funds elsewhere on reasonable terms and conditions. The Bank lends money for specific purposes and often caters to the needs of firms that may be either too small, too far from commercial centres, or too specialized to be able to attract the attention of conventional lenders. It can accept as collateral a wide variety of assets such as real property, new or used machinery and equipment, and inventories — collateral that other financial institutions may not accept for legal or policy reasons.

The Bank's lending policy is flexible enough to structure financing in the manner appropriate to the business enterprise. Through its investment banking division, the Bank also can provide equity capital in addition to, or in place of, loans and guarantees. The services of this division include direct purchase of a minority ownership interest, underwriting of private placements, joint ventures, syndication of proposals to other venture capitalists and financial institutions, as well as assistance in mergers and acquisitions.

The Bank's financial services are delivered to the public through its network of branches. Almost all lending decisions are made either at the branch, district or regional offices. Currently, proposals in excess of $500,000 must be approved at the head office or by the board of directors. The Bank evaluates each proposal on the basis of management calibre, earnings prospects, security, and the character and amount of investment by others.

On April 1, 1983, the Bank established a new financial planning program that consists of three services: financial matchmaking, packaging and programmed do-it-yourself kits.

Management Services

The Bank also provides services such as management counselling, management training, information and advice.

Management counselling, known as CASE (Counselling Assistance to Small Enterprises), is provided to supplement such services as may be available in the private sector. It is undertaken by successful retired business persons who receive assignments from CASE co-ordinators located in Bank offices across the country.

Management training is provided for small business in several forms, including owner-manager courses, business management seminars, management clinics and information sessions. Owner-manager courses are developed by the Bank and distributed in collaboration with the departments of education in the provinces and territories; these courses are offered at community colleges across Canada. Business management seminars are offered by each branch of the Bank on various management subjects. Joint seminars are also developed in co-operation with external associations. Management clinics are self-instructional programs combining workbooks with an audio-visual presentation available at each branch.

The Small Business Information Service (SBIS) provides business people with up-to-date information on federal and provincial government assistance programs. Enquirers approach the branch officer for information, and are subsequently directed to the appropriate program representative. is also offered to the public free of charge through a series of Bank publications.

Organization

The Bank has a network of branches across Canada organized into five regions: British Columbia and the Yukon, Prairies and Northern region, Ontario, Québec, and Atlantic. Vancouver, Winnipeg, Toronto, Montréal, and Halifax; its head office is located at

800 Victoria Square
Suite 1100
Montréal, Québec
H4Z 1L4
Telephone: (514) 283-5904

The regional offices provide guidance to branches with respect to the application of established Bank policy and procedures. They also process financing applications for amounts exceeding branch limits. The regional offices charged with the responsibility for all management services activities in the region, and for ensuring that the general public within the region has access to the bank's information services, management training services, and management counselling services.

The branches provide financing, counselling information and management training services to small businesses located within their particular territory. Enquiries and applications for financing are received by branch personnel and processed in accordance with established policy and procedure. responsible for the efficient operation of management services activities in their geographical area, and for ensuring that the general public has access to the Bank's services.

Apart from its two operational functions, Financial Services and Management Services, the various departments at head office include the corporate secretariat, which is responsible for the board of directors and its committees as well as responses to Parliament; legal services, which provides legal advice to the Bank in connection with its specific program activities and support departments; planning, which is responsible for short- and long-term strategies, analysis of existing activities, and corporate development; public affairs, which is responsible for advertising and public relations to promote the role and activities of the Bank; treasury, which is responsible for funding of corporate cash requirements, monitoring of cash flow, deposit and investment of corporate funds and interest rate forecasts; insurance, which is responsible for insurance related to loan security and corporate insurance; controller's department, which is responsible for all accounting and the formal management information system; economics, which provides information on economic conditions and the impact of the Bank's activities upon the economy; and inspection, which conducts periodic reviews of systems of internal control over Bank operations.

General Information

Reading Rooms

Reading Rooms containing the manuals used by the employees in administering or carrying out programs or activities of FBDB that affect the public have been established at its head office located at:

800 Victoria Square
Suite 1100
P.O. Box 190
Montreal, Quebec
H4Z 1L4

with the Access Co-ordinator or the Assistant Access Co-ordinator available for consultation and to assist the public in such things as how to complete the Access Request Form; and at its Regional Offices located at:

Cogswell Tower, Suite 1400
Scotia Square
P.O. Box 1656
Halifax, N.S.
B3J 2Z7

800 Victoria Square
Suite 4600
P.O. Box 190
Montreal, Quebec
H4Z 1C8

250 University Avenue
Toronto, Ontario
M5H 3E5

300 - 161 Portage Avenue
Winnipeg, Manitoba
R3B 0Y4

900 West Hastings Street
Vancouver, B.C.
V6C 1E7

with the Regional Counsel of his/her appointee being the contact for any necessary consultation.

These reading rooms are in operation from 09:00 to 16:00 local time, Monday to Friday.

Access Procedures

Informal requests for information may be made directly to any branch, regional or head office. Formal requests under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator
Federal Business Development Bank
P.O. Box 335
Stock Exchange Tower Station
Montréal, Québec
H4Z 1L4
Telephone: (514) 283-3554

Financial Services

Financial Services consist of the loans division and the investment banking division.

Loans Division

This division establishes and oversees policies and procedures with respect to the provision of financial assistance to small- and medium-sized businesses. In addition, the division oversees the management of the Bank's loan portfolio for the entire life of all accounts. Most financing is provided in the form of loans for such purposes as purchasing fixed assets, replenishing working capital, refinancing, and financing a change of ownership. Guarantees may be provided to other financial institutions to enable a business to obtain an adequate line of credit. Recently the division also established a financial planning program. This program offers three distinct services to small- and medium-sized business enterprises:

- — Do-It-Yourself kits on such topics as arranging financing; forecasting and cash flow budgeting; analyzing financial statements; evaluating the purchase of a small business; credit and collection tips.
- — Packaging, which involves the Bank undertaking an analysis of business proposals and completing a report to be used by financial institutions and government agencies to properly assess the entrepreneur's application for funding.
- — Financial Matchmaking, which is a referral service whereby people with money available to invest are matched with business people seeking funds.

Manuals

- FBDB Circular Manual — policy and procedures for all departments of the Bank
- Modules and resource books for Credit Personnel Training Program (CPTP) — provides a refresher or training course for existing and new personnel
- Standard File Classification Manual

Investment Banking Division

This division is responsible for all equity and venture capital financing, and its role is to act as a catalyst in stimulating the formation of risk capital for companies with high growth potential. It ensures that all proposals satisfy Bank policy and are financially viable. This division assesses on a continuing basis the adequacy and suitability of investment policy and procedures and, when necessary, recommends changes.

Management Services

This division is responsible for promoting and assisting in the establishment and development of small business in Canada by providing management counselling, information services and management training.

Counselling Assistance to Small Enterprises (CASE) is responsible for ensuring that an effective, efficient and affordable counselling service is available to the small business community. The Information Services Section ensures that all branches are kept up to date on federal government assistance programs, and publishes booklets on small business topics. The management training section is responsible for developing and producing courses, seminars, clinics, workshops, and conferences aimed at improving the management skills of small business owner-managers.

Regional offices and branches are responsible for the efficient operation of all management services activities in their region or geographical area and for ensuring that the general public has access to the Bank's management counselling, information, and training services.

Manuals

- FBDB Circular Manual — policy and procedures of all departments of the Bank
- Management Services Policy Manual — a description of the various activities and policies as they relate to a branch operational level
- Small Business Information Service Training Manual — a programmed learning device for introducing new management services personnel to the procedures of the Small Business Information Service
- CASE Co-ordinator's Operating Manual — a manual for the co-ordinator in each CASE office describing CASE policy and procedures
- Standard File Classification Manual

Management Counselling Service

This service counsels business persons on how to engage in small business in Canada through the facilities of the Counselling Assistance to Small Enterprises (CASE) program.

Information Services Section

This section operates a enquiry and referral service about government assistance programs for small business for the Canadian public. It also writes, publishes, and distributes to the public a continuing series of booklets on small business topics containing information and advice pertinent to small business. The section holds information sessions and exhibits for the general public to publicize various assistance programs for small business, including the Bank's financial and management services.

Management Training Service

This service presents a continuing program of small business and management seminars to the general public across Canada. In conjunction with business associations and small businesses, the service presents management seminars oriented toward specific industries (joint seminars) to specific groups of business people. It also writes, publishes and distributes a series of adult education courses on small business management (owner/manager courses), to provincial and territorial ministries of education. organizes, and supports workshops, conferences, and clinics for the promotion of good management practices within small businesses.

Classes of Records

BDB/FLS-005
Reports
Description: Activity reports prepared by Financial Services at head office, the regions and branches, including reports of accounts in arrears, equity investments, write-offs, and disbursements. *Topics:* Reports — head office, region and branches on accounts (over $500,000) in arrears more than one month; progressive reports; estimate of possible losses; equity investments report (monthly and semi-annually); summary of write-offs and review report; applications declined; report on operations; regional activity schedule; report analysis of accounts by category; report on loan authorizations; liability reports; loans partially disbursed; recoveries expected on accounts written off; monthly report on loans fully undisbursed and semi-annual investment return reports.

BDB/FLS-010
Policy
Description: Information on Bank lending policy and, in particular, its policy with respect to the availability of funds elsewhere, commitment and standby fees, prepayment indemnities, interest rates, and refinancing of funds. *Topics:* Availability of funds; change of ownership; types of business; commitment and standby fees; interest rates; refinancing; prepayment indemnity; working capital; credit bureaus.

BDB/FLS-015
Other Sources of Financing
Description: Information on sources of financing other than that provided by the Bank. *Topics:* Federal and provincial sources of financing; chartered banks; insurance companies; sales finance and leasing companies; trust companies; venture capital companies; factoring companies.

BDB/FLS-020
Loans, Guarantees and Other Types of Financing
Description: Information on submission and authorization procedures, disbursements and category classification, as well as policy, procedures and correspondence related to other forms of financing. *Topics:* Superseding and supplementary credits; closely related accounts; leasing; interim bridge financing; conditional sales contracts; joint loans; disbursements; category classification and write-offs.

BDB/FLS-025
Loan Accounting and Processing System (LAPS)
Description: Database containing accounting and statistical information on Bank loans, investments and guarantees. The initial data is entered from the loan authorization form and is continually updated through the administration of a customer account. *Topics:* Customer identification — name, address, branch, industry code; category code, zone code; loan information — type of loan, loan category, investment, guarantee, disbursement, payment and write-off information. *Storage Medium:* Computer disk or tape. *Retrievability:* Files arranged by customer number.

BDB/FLS-030
Accounts History File
Description: Statistical information on all (past and present, dormant and active) loans, guarantees, investments and customer accounts since 1944. *Topics:* Account number; date authorized; geographical code; industrial code; original maturity date; actual maturity date. *Storage Medium:* Computer tape. *Retrievability:* Files arranged by customer number.

BDB/FLS-035
Dead Loan File
Description: Statistical information on all loans. *Topics:* Account number; name; type of financing; zone codes; modifier; interest rate; statistical codes; authorization date; maturity date; gross authorized; net authorized and write-offs. *Storage Medium:* Computer tape. *Retrievability:* Files arranged by customer number.

BDB/FLS-040
Support Groups
Description: Correspondence on support groups which provide analysis and research on credit submissions. *Topics:* Project Research Services; the Project Analysis Group, and Special Services.

BDB/FLS-045
Investments and Venture Capital
Description: Correspondence, policy, procedures, and records related to disbursement and monitoring of funds where there is an investment or venture capital factor. *Topics:* Enquiries; submission and authorization procedures; policy and procedures on superseding and supplementary proposals; disbursements; monitoring of investments; under-writing; mergers; acquisitions and divestitures; arrears; category classification; write-offs.

BDB/MTS-050
Management Services
Description: Basic administrative records of management services, including publicity for the various services, budgets, costs, and financial statements; reports and operating statistics for each activity, as well as miscellaneous information, copyright data, and correspondence with other organizations. *Topics:* Complimentary letters; correspondence related to publicity for information services; CASE and management training; budgets; operational plans; strategic overviews; accounting; auditors; sales taxes and systems development; activity reports — head office, regional and branch statistical reports, evaluations and related correspondence.

FEDERAL BUSINESS DEVELOPMENT BANK

BDB/MTS-055
Management Counselling
Description: Information on policy matters governing the administration of CASE, accounting procedures and related correspondence. *Topics:* Engagement of co-ordinators; contract administration; co-ordinator conferences; recruiting of counsellors in each region; engagement of outside consultants; legal liability of counsellors; type of assignments; counsellor training; accounting and administration records; and the history of CASE.

BDB/MTS-060
Information Services
Description: Information on the activities of information services including publications, Small Business Information Service, federal and provincial programs, industry studies, enquiries from the public, and exhibits. *Topics:* Minding Your Own Business (MYOB) series; Small Business News; industry studies; small business statistics; Small Business Information Service (procedures, training, information sessions and enquiries); Small Business Week; Business Management Award; trade show exhibit.

BDB/MTS-065
Management Training
Description: Information on audio-visual aids, courses, federal-provincial conferences and relations, joint seminars with other organizations, seminars, management clinics, TV studio, Small Business Institute program, training the trainers, management training workshops, research and development, graphic design. *Topics:* Audio-visual aids pertaining to joint seminars; management clinics; workshops; owner-manager courses and advertising; owner-manager course development and curriculum; FBDB provincial conferences; joint seminars with other associations or organizations; seminar development; management clinics; TV studio budgets, contracts, equipment purchases and rentals, production schedules; graphics department.

BDB/FLS-901
Administration
Description: See Standard Classes of Records.

BDB/FLS-902
Acts and Legislation
Description: See Standard Classes of Records.

BDB/FLS-903
Administrative and Management Services
Description: See Standard Classes of Records.

BDB/FLS-904
Co-operation and Liaison
Description: See Standard Classes of Records.

BDB/FLS-905
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Description: See Standard Classes of Records.

BDB/FLS-906
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Description: See Standard Classes of Records.

BDB/FLS-907
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Description: See Standard Classes of Records.

BDB/FLS-908
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Description: See Standard Classes of Records.

BDB/FLS-909
Equipment and Supplies
Description: See Standard Classes of Records.

BDB/FLS-910
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Description: See Standard Classes of Records.

BDB/FLS-911
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Description: See Standard Classes of Records.

BDB/FLS-912
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Description: See Standard Classes of Records.

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Description: See Standard Classes of Records.

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Description: See Standard Classes of Records.

BDB/FLS-915
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Description: See Standard Classes of Records.

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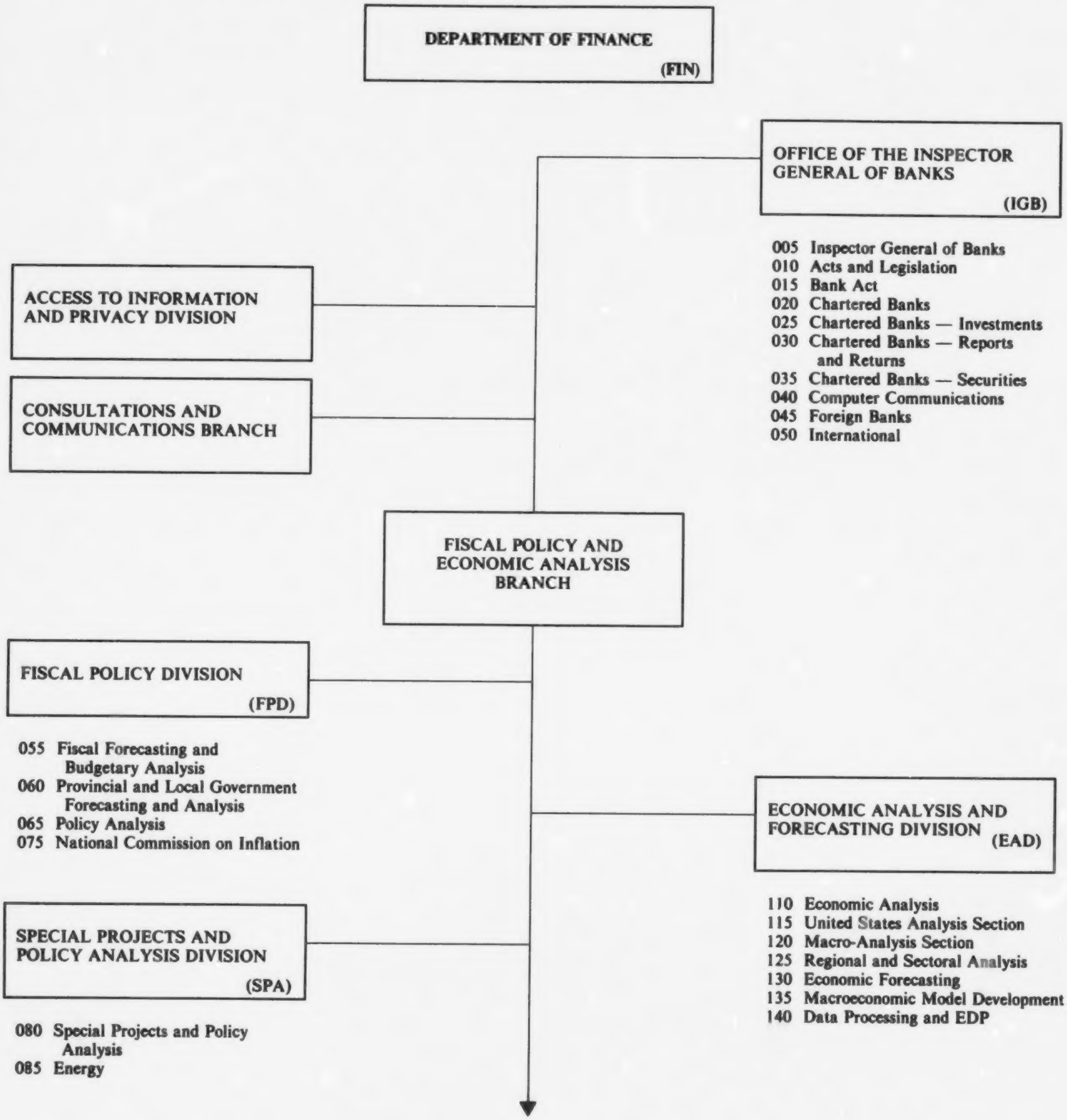
Description: See Standard Classes of Records.

BDB/FLS-917
Budgets
Description: See Standard Classes of Records.

DEPARTMENT OF FINANCE

Chapter 46

DEPARTMENT OF FINANCE


DEPARTMENT OF FINANCE
(FIN)
OFFICE OF THE INSPECTOR GENERAL OF BANKS
(IGB)
ACCESS TO INFORMATION AND PRIVACY DIVISION
CONSULTATIONS AND COMMUNICATIONS BRANCH
FISCAL POLICY AND ECONOMIC ANALYSIS BRANCH
FISCAL POLICY DIVISION
(FPD)
ECONOMIC ANALYSIS AND FORECASTING DIVISION
(EAD)
SPECIAL PROJECTS AND POLICY ANALYSIS DIVISION
(SPA)

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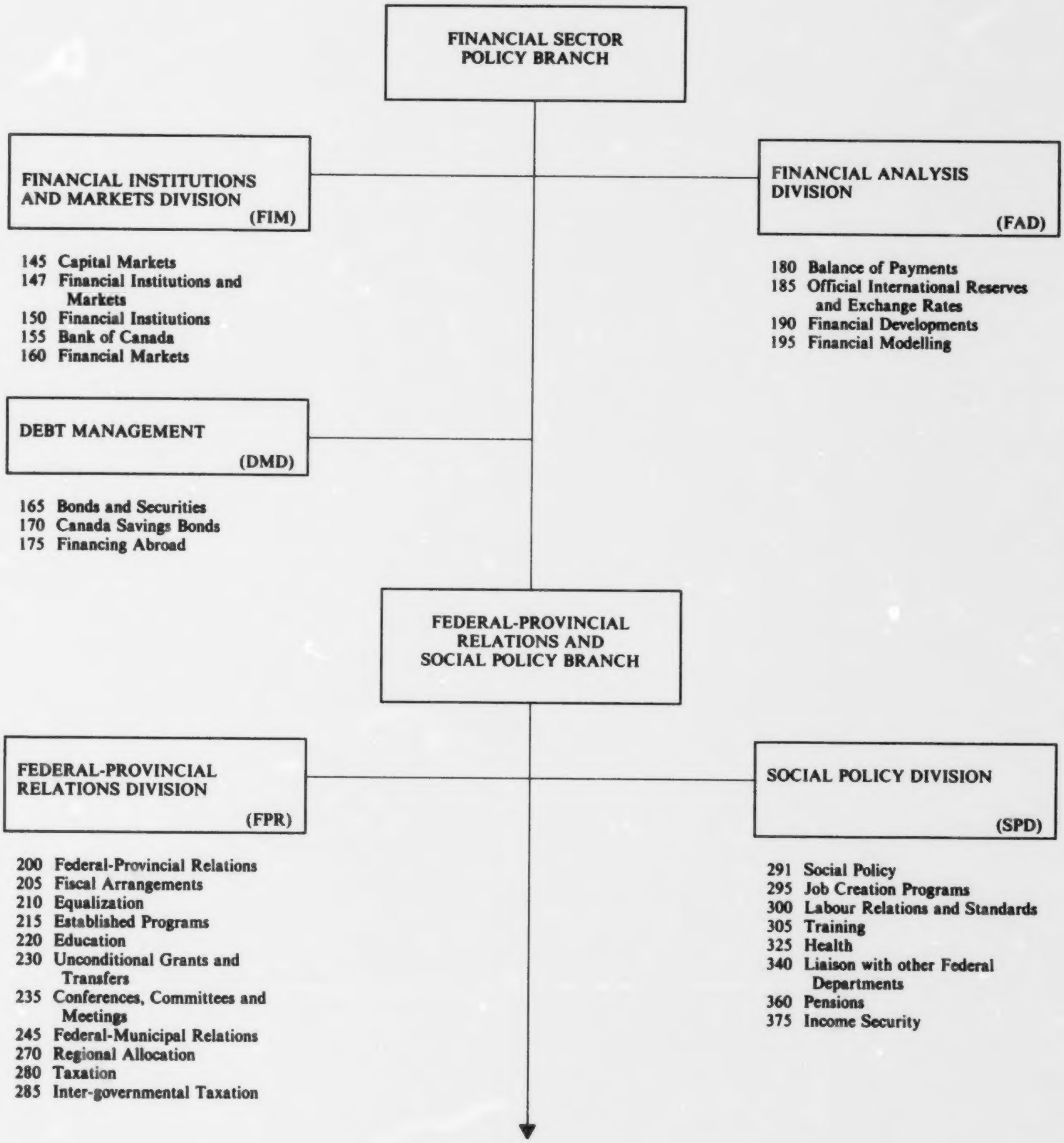

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ACCESS TO INFORMATION
CO-ORDINATOR
DEPARTMENT OF FINANCE
L'ESPLANADE LAURIER
21st FLOOR EAST
140 O'CONNOR STREET
OTTAWA, ONTARIO
K2P 2H6

DEPARTMENT OF FINANCE

Overall Responsibilities

The Department of Finance is the policy agency primarily responsible for advice to the government on the economic and financial affairs of Canada.

The Department deals with the performance of the Canadian economy in all important aspects — the growth and the sharing of output, employment and income, the stability of prices and the long-term development of the country. It is concerned with the harmony of all initiatives of federal departments or agencies which affect the economy. Finance is vitally concerned with trade, monetary affairs and other international forces bearing on Canada's domestic performance. The Department works constantly toward improved co-ordination of economic action between provincial governments and the Government of Canada.

This broad horizon of interest finds expression in the budget speech by the Minister of Finance. This core document of government policy plays a traditional role in reviewing the government's accounts and making proposals on both expenditures and revenues. In recent years, it has also provided an authoritative review of past, present and future economic factors affecting business and the nation's finances.

The Department analyzes and appraises the economic situation and prospects in Canada and in other countries of interest to Canada; advises on fiscal and other economic policies and measures; recommends measures to meet the requirements of the government within appropriate fiscal policies, by action in expenditure, lending, taxation, borrowing and cash management; advises on matters concerning the balance of payments, exchange reserves, international monetary and financial arrangements, coinage and related matters; participates in international negotiations and other meetings on trade, finance, taxation, economic development and other subjects and makes contributions to international financial institutions; advises on federal-provincial fiscal and economic relations policies, carries on discussions with provincial authorities and administers the various statutory payments to provincial governments; and administers statutes on guaranteed loans, the capital budgets and financing of Crown corporations and agencies.

In addition, the Minister has charge of the management and direction of the Consolidated Revenue Fund and the direction of all financial affairs of Canada not assigned by law to any other Minister.

Organization

The Department comprises eight branches: Consultations and Communications; Fiscal Policy and Economic Analysis; Financial Sector Policy; Federal-Provincial Relations and Social Policy; Economic Programs and Government Finance; International Trade and Finance; Tax Policy and Legislation; and Administration. Each branch has divisions responsible for specific policy subjects.

The Minister of Finance also reports to Parliament on the activities of the Bank of Canada, the Canadian Import Tribunal, the Tariff Board, the Department of Insurance, the Inspector General of Banks and the Canada Deposit Insurance Corporation.

Access Procedures

All requests for information under the *Access to Information Act* should be addressed to:

Access to Information and Privacy Co-ordinator
Department of Finance
21st Floor East
L'Esplanade Laurier
140 O'Connor Street
Ottawa, Ontario
K2P 2H6
Telephone: (613) 992-6921

Access to Information and Privacy Division

The division is responsible for receiving, clarifying and processing the requests submitted under the *Access to Information Act* and *Privacy Act*. It contacts Records Management and the branch(es) concerned by request and provides guidance and information on the search, retrieval and first stage analysis. The division is also responsible for ensuring that the requirements of the legislation are met and for the in-depth analysis of the case before its review by the Minister. The division must reply to enquiries submitted in person, by phone or mail as well as receive members of the public wishing to examine records in person. The division also provides seminars to the Department on the legislation and related guidelines, policies and procedures.

Consultations and Communications Branch

Consultations Division

This division has the responsibility of developing a systematic long term approach to the consultative process. Towards this end, the division makes and maintains contacts in every sphere of economic activity. The division also participates in departmental decision-making and helps make consultations a permanent feature of economic policy development. In addition, the division promotes two-way communications with the private sector.

The division has four basic functions: to propose, organize and follow up ministerial consultations on the economy, including pre- and post-budget; to propose, organize and co-ordinate departmental consultations with the private sector; to establish and maintain a network of private sector contacts across the country and across the sectors of society; to formulate policy on private sector liaison and on the Department's need for consultations, and to prepare strategies for dealing with specific issues, in consultation with the respective branch or division.

Communications Policy and Strategy Division

This division is responsible for the development of media and public relations strategies including: researching and writing major speeches for the Minister and Minister of State on the government's economic policies and initiatives, advising on the public environment, and preparing communication plans and strategies for the Department's major initiatives, including the budget.

Information Services and Media Relations Division

This division is responsible for implementing the departmental media and public relations program. It carries out an extensive media relations program, including preparation of departmental and ministerial announcements and statements, special briefings, and arrangements for meetings and news conferences. It edits and publishes departmental publications, including a major annual review of the Canadian economy, and various reports to Parliament. It works closely with the publications and graphics sections in the design, production and national distribution of the budget speech and related documents. The division publishes weekly reports on media coverage of financial and economic news and on parliamentary activity of significance to the Department of Finance. A unit within the division deals with enquiries and correspondence on taxation and general economic issues.

Visits and Conferences Division

This division provides expertise and service for the Department in the areas of conferences and meetings, consultations with the private sector, visits of foreign dignitaries and senior officials, protocol, ministerial and executive escort, and official hospitality. It also maintains liaison with its counterparts in provincial governments, international organizations and foreign embassies in Canada, the private sector, and Canadian service industries. The division operates a "special services" support operation for the Department which produces and distributes important and sensitive documents.

Office of the Inspector General of Banks

The Inspector General of Banks has the statutory responsibilities for the administration of the *Bank Act* and responsibilities under the *Quebec Savings Banks Act*. The Inspector General functions as the supervisory authority for banks and banking in Canada.

Manuals

- Manual of Reporting Forms and Instructions — assists chartered banks in the preparation of reports for supervisory purposes.

FISCAL POLICY AND ECONOMIC ANALYSIS BRANCH

In assisting the government to decide on and implement financial and economic policies and measures that will best accomplish its major economic and other objectives, the branch analyzes and appraises the ongoing economic and financial situation and short- and medium-term prospects in Canada, nationally, by province and by industrial sector, and the economic performance of other countries of interest to Canada; studies the fiscal position of the Government of Canada and recommends measures to meet its requirements within appropriate fiscal policies, through expenditure, lending, taxation, debt management and cash management; recommends debt management policies for agent Crown corporations; studies the fiscal position of provincial governments; and maintains liaison with the Bank of Canada in the areas of monetary policy and the foreign exchange market, as well as with the Office of the Inspector General of Banks and the Department of Insurance concerning the regulation of financial institutions.

Fiscal Policy Division

The division advises on fiscal policy and analyzes its effects on the economy; analyzes and forecasts the financial requirements of the Government of Canada (this includes responsibility for quantifying the fiscal forecast framework for the government's overall medium-term expenditure plan); and monitors and analyzes the developing fiscal positions of other levels of government. In addition, the division reviews the form and content of the Public Accounts and other regularly published statements for which the Minister of Finance has responsibility under the *Financial Administration Act*.

Special Projects and Policy Analysis Division

The division undertakes research at the aggregate and sectoral level to assist in the development of economic projections and policy initiatives. The division identifies and analyzes policy options to deal with major structural issues. It is also responsible for preparing projections on energy prices and investments.

Economic Analysis and Forecasting Division

The division keeps the developing economic situation under review. It analyzes economic developments and prepares forecasts of production, employment, national income, consumption, capital spending, changes in the price level, the balance of payments and other major economic indicators. These analyses and forecasts are an essential ingredient of the view of policy for which the branch is responsible. The division also evaluates specific proposals and events often related to specific sectors or regions of the economy.

In addition, the division is responsible for the co-ordination, preparation and presentation of the economic forecast. It analyzes the economic situation in relation to the economic forecast and conducts both short-term and medium-term economic scenarios. The division also co-ordinates the development of macroeconomic modelling, particularly as it relates to economic forecasting and analysis. The provision and maintenance of electronic data processing facilities for the Department is also managed by this division.

FINANCIAL SECTOR POLICY BRANCH

The branch has responsibility for policy analysis and advice with respect to the financial sector, including the management of the federal government's borrowing program, the functioning and regulation of Canadian financial markets and institutions, and the prospects for and impacts of the interest rate developments and the exchange rate.

Financial Institutions and Markets Division

The division has responsibility for analysis and policy development regarding financial institutions and markets in Canada. It provides current analysis of developments that have implications for Canadian institutions and markets. The division provides policy advice with respect to legislation applying to federally regulated financial institutions as well as other legislative or policy issues which have implications for financial institutions and markets. The division interacts with regulators of financial institutions, the Bank of Canada, responsible bodies at the provincial and international levels, and financial institutions, on matters affecting the financial sector.

Debt Management Division

The division has responsibility for policy analysis, recommendations and briefing with respect to the management of the public debt. The division has a detailed knowledge of securities markets procedures, and closely follows developments in these markets both in Canada and abroad. The division provides policy advice on debt management and makes recommendations on the amount, type, rate of interest and price, on all debt issues in both domestic and foreign markets. The division also provides some operational support to the government's borrowing activities. In addition, the division provides policy advice on the market borrowing activities, as well as advising the Minister in his or her role of approving individual debt issues of the Crown corporation.

Financial Analysis Division

The division has responsibility for financial market analysis and policy development from a macroeconomic perspective. It is comprised of a monetary analysis section and an exchange market section. Its major functions include analysis of monetary policy and its interaction with fiscal policy; Canadian and United States financial markets; analysis of the exchange rate and balance of payments and management of the Exchange Fund Account, the chief repository of Canada's official international reserves.

FEDERAL-PROVINCIAL RELATIONS AND SOCIAL POLICY BRANCH

The branch is responsible for providing policy advice on federal-provincial fiscal arrangements and social policy programs. It also administers certain programs of assistance to provinces.

Federal-Provincial Relations Division

The division is responsible for providing policy advice on federal-provincial fiscal arrangements, including joint occupancy of tax fields, revenue sharing with other levels of government, conditional and unconditional transfers to provincial governments and fiscal and tax harmonization. The division is responsible for the development, in consultation with the provinces, of legislation for and administration of the fiscal equalization program, provincial revenue stabilization program, the income tax collection agreements and other transfer payments to provinces; it is partially responsible for administering transfers to provinces for health and post-secondary education under established programs financing arrangements.

Social Policy Division

The division advises on the development of the federal government's social policies as well as on specific proposals in the major functional areas of labour market programs, income security and socio-economic programs. The wide range of the division's responsibilities is shown in the many program areas covered. Labour market programs include: job creation, training, unemployment insurance, immigration, industrial relations, labour standards, adjustment and programs for disadvantaged groups. Income security programs include: public and private pensions, the child and elderly benefit systems, veterans' pensions and social assistance. Socio-economic programs include: housing, native affairs, northern development, justice, health, education, culture, communications, granting councils and women's issues.

The division assesses the social, economic and fiscal implications of all relevant issues within these program areas which come before the Cabinet Committee on Social Development or the Cabinet Committee on Priorities and Planning. The division also monitors the fiscal implications of the Cabinet Committee on Social Development's decisions and other developments which affect the state of the Social Development envelope. The division undertakes research and policy studies, modelling exercises and other activities as required to provide advice on how federal social policies can be improved.

ECONOMIC PROGRAMS AND GOVERNMENT FINANCE BRANCH

The branch is responsible for encouraging the development of policies and programs for Canada's natural resources; providing advice on program and policy formulation in the areas of industrial, regional and economic development, transportation, communications, science policy, food, agriculture, fisheries and forestry; carrying on the financial operations of government; formulating policies on government loans, investments and guarantees; and recommending the budgets of Crown corporations for the approval of the Governor-in-Council.

Energy and Resource Policy Division

The division examines proposals made by other government departments on a variety of energy and resource policies, including nuclear and hydro-electric energy, renewable energy, oil and gas, minerals, northern development and environment; evaluates their economic and fiscal impact and makes recommendations to the Minister of Finance on the potential public benefits of these proposals.

Economic Development Division

The division provides advice on program and policy formulation of other departments in the areas of industrial development, regional development, transportation, communications, science policy, economic development, food, agriculture, fisheries and forestry, small business and corporate finance.

The division is also involved in inter-departmental policy reviews, consultations with the private sector, industry sector analysis, corporate financial analysis and project and program evaluation, as well as for the administration of existing programs through representation on inter-departmental or federal-provincial boards and committees.

Crown Corporations Directorate

This directorate has been created to act as the focal point within the central agencies for the government's relations with Crown corporations, and as such is jointly managed by the Treasury Board Secretariat and the Department of Finance.

The directorate has been established through the integration of the resources responsible for the activities of Crown corporations in the Government Finance Division of the Department of Finance, and the Crown Corporations Division of the Treasury Board Secretariat.

This new directorate is a "common service unit" for both the Treasury Board Secretariat and the Department of Finance with regard to Crown corporations. It reports jointly to the assistant deputy minister of the Economic Programs and Government Finance Branch, and to the deputy secretary, Program Branch, of the Treasury Board Secretariat.

The directorate has primary responsibility for advising the President and members of the Treasury Board on the financial requirements of Crown corporations and their subsidiaries, and for the development of policy and legislation governing Crown corporations in general.

Specific responsibilities of the directorate include: the provision of advice and recommendations to the President and the Treasury Board on estimates and other submissions on Crown corporations; the provision of advice and recommendations to the President and the Treasury Board on the operating budgets, capital budgets and corporate plans of Crown corporations; the analysis of Cabinet documents on Crown corporations, including the preparation of briefing material and recommendations for the President of the Treasury Board; the development of policy and, periodically, legislation on matters of general applicability to Crown corporations, such as control by and accountability to government, as well as methods and frequency of reporting; and the undertaking of special projects, from time to time, at the direction of Cabinet or the Treasury Board, such as the valuation of designated Crown corporations or the acquisition and disposition of such corporations.

INTERNATIONAL TRADE AND FINANCE BRANCH

The branch has primary responsibility within the Department for international trade, investment and economic co-operation; the Canadian customs tariff and other legislation governing imports; the international monetary system; and international development assistance and export financing.

The branch represents the Department in international finance and trade negotiations, in international organizations, and in regional and sub-regional financial institutions.

International Economic Relations Division

The division participates in the development of Canada's policies on international trade (including commodities), investment and economic co-operation. It provides advice on the effect of changes in the world trading environment on the Canadian economy and evaluates the trade implications of domestic economic policies and their impact on economic relations with other countries. It participates in the negotiation of bilateral and multilateral trade and economic arrangements with other countries, and in trade and commercial policy work in international organizations. The division is also responsible for legislation affecting countervailing and anti-dumping duties and safeguard measures, and it receives, reviews and makes recommendations on representations for changes in legislation governing imports.

International Finance and Development Division

The division is responsible for international monetary and financial issues, including Canada's relations with the International Monetary Fund and the Organization for Economic Co-operation and Development (OECD).

The division concerns itself with broad development assistance issues and policies; Canada's financial and policy interests in international financial institutions, such as the World Bank and regional development banks; and Canadian involvement in the United Nations and related organizations.

The division is also responsible for advice and policy recommendations on financial matters related to developing and socialist countries, including balance of payments, support measures and debt rescheduling negotiations.

In addition, the division co-ordinates the formulation of departmental policy proposals on export financing, with particular reference to the activities of the Export Development Corporation (EDC), Canadian Commercial Corporation (CCC), credit grain sales and other programs of financial support to Canadian exporters. The division is also responsible for Canadian participation in the OECD export credits arrangement.

Tariffs Division

The division investigates, conducts economic assessments and reports on proposals for amendments to the customs tariff and related matters, such as customs valuation and surtax. It prepares references to the Tariff Board and, reviews and makes recommendations on reports made by the Board. It participates in international trade negotiations, and reviews and makes recommendations on proposals affecting Canada's commitments under the General Agreement on Tariffs and Trade (GATT) and related agreements, to the extent they relate to the customs tariff, its bilateral trading arrangements, the generalized system of preferences for developing countries, and various customs, conventions and agreements.

Government Finance Division

The division provides advice on policy formulation concerning loans, investments and guarantees by the government; recommends terms and conditions on government loans to Crown corporations and other borrowers, and calculates interest rates designed to recover the government's cost of borrowing; carries out viability analyses of commercial projects recommended for loan guarantees and sets the terms and conditions under which the guarantee is to be extended; reviews and advises on capital budgets of Crown corporations and provides assistance to wholly-owned corporations proposing to raise funds for capital projects in the private markets; participates in legislative proposals for creating new Crown corporations and advises on required financial provisions; participates in the development of government policy on the direction, control and accountability of Crown corporations; and is involved in the review of the financial structures of Crown corporations and special financial problems of wholly-owned corporations.

TAX POLICY AND LEGISLATION BRANCH

The branch undertakes analysis of, and makes recommendations on tax policy, and is responsible for maintaining a tax system that raises revenues and targets incentives to meet the government's goals.

The branch consists of the Tax Policy — Legislation Division, the Tax Analysis and Commodity Tax Division, Corporate and Resource Tax Analysis Division, and Tax Counsel Division. The divisions are responsible for assessing tax policy implications, but from different perspectives.

The branch is not responsible for the actual collection of taxes or the interpretation of tax law.

Tax Policy — Legislation Division

The division analyzes particular income tax-related issues applicable to persons, corporate entities and tax-exempt entities; provides advice and recommendations for changes in federal tax legislation other than sales and excise tax law, with particular emphasis on the commercial and legal implications of proposed changes; and analyzes proposals for tax changes submitted by all sources.

This division is also responsible for preparing tax legislation other than sales and excise tax laws, and aiding the Minister in guiding its passage through Parliament.

Tax Analysis and Commodity Tax Division

The responsibilities of the division include economic and quantitative analyses of federal tax policies in the areas of personal income tax, international tax, sales and excise taxes, and policies of all other levels of government that have an impact on the tax system.

The division is also responsible for preparing sales and excise tax legislation and aiding the Minister in its passage through Parliament.

Corporate and Resource Tax Analysis Division

The responsibilities of this division include economic and quantitative analyses of federal income tax policies in the areas of corporate income tax, international tax, and resources taxes for all other levels of government, under a variety of statutes and policies that have an impact on the tax system.

Administration Branch

The role of this branch is to assist the secretary of the Treasury Board, the Comptroller General and the deputy minister of Finance in the management of the internal administration of their organizations and to provide financial, personnel, administrative and management advice to branches and divisions.

The branch consists of five divisions: Administrative Services; Financial Services; Personnel Division; Security Services; and Systems Division. In addition to the functions of these divisions the branch is responsible for a number of other activities which are under the direction of the Director General. These are: task force organization; co-ordination of the Canada Savings Bonds campaign and the United Way campaign for the three departments; co-ordination of blood donor clinics; co-ordination of one-time campaigns; 1981 Census, Children's Hospital of Eastern Ontario fund-raising campaign; and administration of the Suggestions Award Program.

Classes of Records

FIN/IGB-005

Inspector General of Banks

Description: Material on the dealings of the Office with other supervisory bodies at the federal, provincial, international and private sector levels. *Topics:* Enquiries; bank closures; Bank for International Settlements — Committee on Banking Regulations and Supervisory Practices; Bank of Canada — returns; Canadian Bankers Association; Canada Deposit Insurance Corporation — trust companies; credit unions and co-operatives; federal-provincial relations; Government of

Canada banking business; Royal Commission on Banking and Business.

FIN/IGB-010
Acts and Legislation
Description: Material on federal and provincial legislation which affects the Office; also information on the *Quebec Savings Banks Act*, for which the Office has responsibility. *Topics:* Federal and provincial Acts and legislation; *Québec Savings Banks Act;* financial institutions legislation.

FIN/IGB-015
Bank Act
Description: Information on the two most recent revisions to the *Bank Act*. *Topics:* The *Bank Act*, administration, revisions of 1967 and 1980; Regulations.

FIN/IGB-020
Chartered Banks
Description: Information on certain administrative sections of the *Bank Act*, practices of banks in specific activities and sectors, and complaints concerning banks. *Topics:* Amalgamations; appropriation for contingencies and income tax; auditors; by-laws; Canadian and foreign branches; complaints — accounts, cheques, deposits, loans, mortgages; customer services; incorporations; interest and discount rates; international returns; loans; signing officers; studies — accounting policies; supervision.

FIN/IGB-025
Chartered Banks — Investments
Description: Material on the investments by banks in other enterprises in Canada and abroad. *Topics:* Canadian corporations — investments by banks; foreign corporations — bank investments.

FIN/IGB-030
Chartered Banks — Reports and Returns
Description: Financial or statistical returns filed by individual banks in compliance with reporting requirements. *Topics:* Assets and liabilities — foreign currency, geographical distribution booked in Canada, regional distribution; cash and secondary reserves; classification of loans; deposits in liabilities payable in Canadian currency; revenues and expenses; shareholders and shares held; consolidations; forms and instructions — monthly, quarterly, semi-annually, annually.

FIN/IGB-035
Chartered Banks — Securities
Description: Material on the holdings by banks of the securities of other companies and the issue of securities by banks. *Topics:* Debentures and term preferred shares; securities issued by the banks — prospectuses.

FIN/IGB-040
Computer Communications
Description: Material on the areas of computer communications which are of interest to the Office of the Inspector General of Banks. *Topics:* Banks in data processing; payments systems.

FIN/IGB-045
Foreign Banks
Description: Information on the activities of foreign banks in Canada and the ability of Canadian banks to establish abroad. *Topics:* Non-bank affiliates — exemption orders; reciprocity and supervisory practices — United States; United States — Federal Reserve Board; representative offices.

FIN/IGB-050
International
Description: Material on international financial and monetary systems, currency exchange, international funding systems, nation risks and exposures, and international economic information. *Topics:* International exchange, funding and monetary systems; international financial situation; nation risks; Organization for Economic Co-operation and Development (OECD).

FIN/FPD-055
Fiscal Forecasting and Budgetary Analysis
Description: Information on federal government expenditure planning, the forecasting of the government's fiscal position, the fiscal implications of the federal budget and the government's main estimates drawn up in conjunction with the Treasury Board of Canada. *Topics:* Budgets; expenditures and estimates; fiscal forecasts; revenues and taxes.

FIN/FPD-060
Provincial and Local Government Forecasting and Analysis
Description: Information on the ongoing fiscal situation and prospects of the provinces and their local governments. *Topics:* Federal transfers to provinces; fiscal forecasts; inter-governmental fiscal relations; provincial and local fiscal situation and outlook.

FIN/FPD-065
Policy Analysis
Description: Information on economic impact studies of potential fiscal measures and the preparation of macroeconomic policy recommendations. *Topics:* Fiscal policy; policy simulation; cyclically adjusted budget balances; international fiscal comparisons; econometric models; macroeconomic theory and policy.

FIN/FPD-075
National Commission on Inflation
Description: Information on the operations of the Commission, established in 1979. It includes the remaining files and material previously held by the Commission. *Topics:* Complaints; consumer bulletins; enquiries; food price index; monitoring.

FIN/SPA-080
Special Projects and Policy Analysis
Description: General information on the work of the division; forecasts and studies for the Department of Finance. *Topics:* Budgets; national unity; provincial programs; equalization; medium-term projections — assumptions; productivity; investment and savings; inflation; wages; population; labour force; unemployment; balance of payments; aviation — long range patrol aircraft; committees; conferences and meetings; demography; economy; education — post-secondary; macro models, CANDIDE, RDX2, Statistics Canada — Institute for Policy Analysis; manpower and social development; monetary.

FIN/SPA-085
Energy
Description: Forecasts and studies on the effects of policies, programs and initiatives in the energy sector of the economy and material gathered during their preparation. *Topics:* Financing; assumptions; investments; strategies; prices — world and domestic; pipelines; supply and demand; petroleum incentive payments; Atomic Energy of Canada Limited.

FIN/EAD-110
Economic Analysis
Description: General information on analyses of past, present and future economic conditions in Canada. *Topics:* Associations, outside agencies; committees; budgets; conferences; private sector newsletters; fiscal and monetary policies; federal-provincial considerations; seminars.

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FIN/EAD-115
United States Analysis Section
Description: Information on United States economic developments and their likely impact on Canadian trade and other important economic variables. *Topics:* Econometric models; private sector forecasts; business cycle analyses; model simulations and forecasts of Canadian trade and United States economic conditions.

FIN/EAD-120
Macro-Analysis Section
Description: Information and analysis of past and present economic conditions in Canada and forecasting of short- and medium-term quarterly performances of the Canadian economy. *Topics:* Consumer price index, inflation; economic assessment and review; government and foreign sectors; consumer credit; econometric models; model simulations; private sector forecasts; personal expenditures; business investments; housing; labour market; prices; costs and productivity; general economic conditions; national accounts; economic assessment and review; business cycles.

FIN/EAD-125
Regional and Sectoral Analysis
Description: Information on studies and analyses of past, present and future developments in specific sectors of the national economy and in provinces or regions of Canada. *Topics:* Federal-provincial relations; regional and sectoral analysis — provinces, regions, industries and sectors; labour market developments.

FIN/EAD-130 *Formerly Identified as:* FIN/EFD-130
Economic Forecasting
Description: Information on the forecasting of the short-term quarterly performance of the Canadian economy. *Topics:* Econometric models; private sector forecasts; national accounts forecasts; personal expenditures; business investment; housing; foreign trade; labour market; prices; quarterly forecast model simulations and business cycles.

FIN/EAD-135 *Formerly Identified as:* FIN/EFD-135
Macroeconomic Model Development
Description: Information on macroeconomic model development. *Topics:* Econometric modelling; consumption models; investment models; inventory models; trade models; balance of payment models; exchange rate models; expectations models; United States models; comparative models.

FIN/EAD-140 *Formerly Identified as:* FIN/EFD-140
Data Processing and EDP
Description: Information on computer hardware and software systems in the Department, and technical aspects of computer systems development and model specifications. *Topics:* Computers, systems development; data processing; graphics; model development; operations.

FIN/FIM-145
Capital Markets
Description: General information on the federal government's involvement in capital markets. *Topics:* Capital markets; the *Interest Act;* financial markets — equity markets; small loans.

FIN/FIM-147
Financial Institutions and Markets (New)
Description: General information on the financial institutions and markets. *Topics:* Accounts with banks, foreign banks; public accounts; receipt and deposit of public monies; special purpose money.

FIN/FIM-150
Financial Institutions
Description: General information on Canadian financial institutions such as banks, trust companies, investment companies and insurance companies, the development of policies on these institutions and the revision of Acts related to them. *Topics:* Chartered banks; The *Bank Act;* co-operative credit associations; insurance companies, legislation; investment dealers; mortgage corporations; sales, finance and consumer loan companies; trust and loan companies; pension funds; Royal Commission on Banking and Finance (Porter Commission); Federal Business Development Bank, financial.

FIN/FIM-155
Bank of Canada
Description: Information on the administration, policies and programs of the Bank of Canada. *Topics:* Currency; director and officer appointments; financial matters; returns to the Minister of Finance.

FIN/FIM-160
Financial Markets
Description: Information on financial markets in Canada. *Topics:* Financial markets; personal sector; mortgage market; corporate sector; monetary policy.

FIN/DMD-165
Bonds and Securities
Description: Information on the development of policies on the issue and cancellation of government bonds and securities and the sale of Government of Canada bonds and treasury bills. *Topics:* Bonds; cancellation of securities; Government of Canada bonds; perpetual bonds 3% — 1936; securities deposit matters; treasury bills; wartime loans and bonds. *Retrievability:* Information on specific Government of Canada bonds is filed by date of issue.

FIN/DMD-170
Canada Savings Bonds
Description: General information on the development of policies on the sale and redemption of Canada Savings Bonds and specific issues of Canada Savings Bonds. *Topics:* Advertising; series; legal matters and claims.

FIN/DMD-175
Financing Abroad
Description: Information on the borrowing of money in other countries by the federal, provincial and municipal governments and by Canadian corporations. *Topics:* Government financing in Japan, the United States, Germany, and Switzerland; provincial, municipal and corporate direct and guaranteed financing bond issues — domestic and foreign.

FIN/FAD-180
Balance of Payments
Description: Information on Canada's balance of payments. *Topics:* Reports; policies; capital flows, forecasts; United States.

FIN/FAD-185
Official International Reserves and Exchange Rates
Description: Information on official reserves, the external value of the Canadian dollar and associated policies. *Topics: The Currency Act;* Official International Reserves; Exchange Fund Account; gold; Canadian dollar — analysis reports; international financial and exchange markets.

FIN/FAD-190
Financial Developments
Description: General information on financial developments in Canada. *Topics:* Financial markets; interest rates — analysis and forecasts.

FIN/FAD-195
Financial Modelling
Description: Subject headings related to the various aspects of financial modelling and policy analysis for the Canadian and United

States economies. In particular, these include data and material on macro policies, domestic and international financial flows and, financial models and forecasts for the two economies. *Topics:* Interest rates; money demand; general research.

FIN/FPR-200
Federal-Provincial Relations
Description: General information on federal-provincial relations and topics not covered in specific classes of records. *Topics:* Royal Canadian Mounted Police; provincial revenue stabilization; official languages; the Constitution of Canada — committees; intergovernmental liaison for fiscal and economic matters; national unity; implementation of the multicultural policy; Subcommittee on Joint Programs; conditional grants and shared costs programs; expenditure reductions 1978; Halifax Relief Commission; Northwest Territories and Yukon, financial matters; offshore mineral rights; miscellaneous provincial matters; succession duties and gift tax.

FIN/FPR-205
Fiscal Arrangements
Description: Information on the development leading up to fiscal arrangements for programs such as revenue guarantee, tax rental agreements, equalization, established program financing and tax collection agreements between the federal and provincial governments; the fiscal arrangements and the tax collection agreements themselves; and the subsequent administrative duties. *Topics:* The 1947 Tax Rental Agreements; 1952 Tax Rental Agreements; 1957 Tax Sharing Agreements; 1962 Equalization and Tax Collection Agreements; revenue guarantees; 1967 Equalization and Tax Collection Agreements; 1972 Equalization and Tax Collection Agreements; 1977 Equalization and Tax Collection Agreements and Established Program Financing arrangements; 1982 Equalization and Tax Collection Agreements and Established Program Financing arrangements.

FIN/FPR-210
Equalization
Description: Information on the development and implementation of formulae for the equalization of provincial revenues. *Topics:* Formulae (1967-72); Formulae (1972-77); Formulae (1977-82); Atlantic Provinces Adjustment Grants.

FIN/FPR-215
Established Programs
Description: Information on certain aspects of established programs such as Québec Youth Allowances, contracting-out and others. Information on the main components of this program, namely medical, hospital insurance and post-secondary education, is to be found under other classes. *Topics:* Québec; financing.

FIN/FPR-220
Education
Description: Information on federal-provincial shared cost programs for post-secondary education. *Topics:* Post-secondary — associations, financial assistance and grants, fiscal transfers, studies; student aid.

FIN/FPR-230
Unconditional Grants and Transfers
Description: Information on grants and transfers of funds without conditions from the federal to the provincial governments. *Topics:* Confederation debt payments; *Public Utilities Income Tax Transfer Act*.

FIN/FPR-235
Conferences, Committees and Meetings
Description: Information, such as agendas, briefing material, background papers, summary notes of discussions and statements on conferences, committees and meetings pertaining to federal-provincial relations. *Topics:* Continuing Committee on Fiscal and Economic Matters; Continuing Committee subcommittees — economic and financial data, income tax allocation formula, inter-governmental taxation, equalization, fiscal arrangements; first ministers; health; interprovincial; ministers of finance and provincial treasurers; welfare.

FIN/FPR-245
Federal-Municipal Relations
Description: Information on relations between the federal government and municipal authorities. *Topics:* Grants in lieu of real estate taxes; National Capital Region; Municipal Development and Loan Board; Municipal Improvement Assistance.

FIN/FPR-270
Regional Allocation
Description: Information on the allocation of funds for certain projects in various regions of Canada, including proposals for federal-municipal equalization and contributions under such programs as the Community Services Contributions Program. *Topics:* Public finance.

FIN/FPR-280
Taxation
Description: Information on federal-provincial taxation issues, including mechanisms by which the federal government pays its portion of provincial taxes. *Topics:* Corporation Income Tax; oil and gas; sales tax.

FIN/FPR-285
Inter-governmental Taxation
Description: Information on the taxation of one level of government by another and the payments of grants in lieu of taxes. *Topics:* Reciprocal taxation agreements with provinces regarding commodity taxes and motor vehicle registration fees; conferences, committees, meetings, and correspondence.

FIN/SPD-291
Social Policy (New)
Description: General information on the development of social policies. *Topics:* Labour market policy; wage standards; social development programs and policies; tax transfer integration task force; immigration; native peoples; housing and urban affairs; social assistance; women; northern development; culture and communications; unemployment insurance; social development envelope, expenditure management; post-secondary education; granting councils; justice and legal affairs; veterans.

FIN/SPD-295
Job Creation Programs
Description: Information on the development of policy on employment and unemployment, and programs pertaining to these two areas. *Topics:* Federal-Provincial Employment Loans Program; Local Initiatives Program (LIP); Special Development Loan Fund; winter programs; Winter Capital Projects Fund; Employment Tax Credit.

FIN/SPD-300
Labour Relations and Standards
Description: Information on the development of policy on labour standards, the labour force and labour-management relations. *Topics:* Labour-management relations; transportation strikes.

FIN/SPD-305
Training
Description: Information on the programs set up for the training of workers. *Topics:* Adult occupational training; technical and vocational training.

FIN/SPD-325
Health
Description: Information on the development of policies on health programs. *Topics:* Drugs; sports; *Canadian Health Act*.

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FIN/SPD-340
Liaison with Other Federal Departments
Description: Information on the development of policies and legislation that are the responsibility of other federal departments. *Topics:* Department of Justice legislation; Secretary of State; Solicitor General Canada.

FIN/SPD-360
Pensions
Description: Information on the development of pension policies. *Topics:* Members of Parliament pensions; pension reform; public service pension plans; Canada Pension Plan financing; Canada Pension Plan benefits — survivors, disability, retirement; *Pension Benefit Standards Act*.

FIN/SPD-375
Income Security
Description: Information on income transfer programs. *Topics:* Old Age Security, the Guaranteed Income Supplement and Spouses Allowance; Child Benefit System — Family Allowance, Child Tax Credit and Child Tax Exemption.

FIN/ERP-390
Electrical Power
Description: Information on the development of policies on hydro-electrical power, electricity trade and specific projects. *Topics:* Lower Churchill Development Corporation; projects.

FIN/ERP-395
Nuclear Power
Description: General information on electrical power generated by nuclear means: includes the *Atomic Energy Control Act* and Board, the Atomic Energy Advisory Panel, liability in case of accidents, building of nuclear reactors in Canada, sale of nuclear reactors and heavy water plants to foreign countries, production and sale of heavy water in Canada and construction of plants to produce heavy water in Canada. *Topics:* Atomic Energy Advisory Panel; domestic projects; liability; non-proliferation and safeguards; heavy water, plants; foreign relations, research and development programs.

FIN/ERP-400
Conservation and Renewable Energy
Description: Information on policy initiatives and programs in the field of renewable energy and conservation. *Topics:* Conservation programs; renewable energy programs.

FIN/ERP-405
Environment
Description: General information on the environment, including conferences, committees, material originating with Environment Canada, and all forms of air, industrial and water pollution; designation of sites as historically important, including documents on specific sites and on Heritage Canada; designation and administration of national parks; water as a Canadian resource; international negotiations and agreements between Canada and the United States on water resources; flood prevention measures; ocean resource management; and specific projects, committees and studies dealing with water management in all regions of Canada. *Topics:* Environment Canada, committees; historic sites; national parks; pollution, industrial; research programs; water — international, International Joint Commission, pollution, national, regional, Prairies.

FIN/ERP-410
Minerals
Description: General information on mining and the production and marketing of minerals, including reviews, associations, missions to other countries, federal and provincial legislation, specific minerals, the sale of gold to the Royal Canadian Mint and agreements on the sale of uranium to foreign countries. *Topics:* Legislation; coal; commodities; companies; gold; policy review; task forces; uranium, legislation, production and sales.

FIN/ERP-415
Northern Development
Description: General information on all aspects of development in the Northwest and Yukon Territories and the extreme northern parts of provinces, including committees, native land claims, programs to Indians and Inuit and the establishment and maintenance of transportation systems. *Topics:* Advisory Committee; Inuit and Indians; financial support; resources, land claims issues, minerals, oil and gas; senior policy committee on northern resources development projects; transportation, railways, roads.

FIN/ERP-420
Oil and Gas
Description: Information on oil and gas policy, including initiatives and legislation, federal-provincial negotiations, particular energy projects (e.g., tar sands plants, pipelines) and proceedings of intergovernmental and interdepartmental committees. *Topics:* Natural gas; Arctic Islands Liquified Natural Gas; Canada Lands; exports; heavy oil and tar sands; imports; industry; legislation; Petro-Canada; sector and policy; taxation issues; pipelines; Deputy Ministers' Committee, gas; substitution programs; Task Force on Northern Oil Development.

FIN/ERP-425
Energy Resources Policy
Description: General information of the energy and resources policies of the federal government. *Topics:* Canada/United States relations; conferences, committees and meetings; relations with provinces; research and technology.

FIN/EDD-430
Economic Development
Description: General information on the development of sectors of the economy, including material on meetings of the Board of Economic Development Ministers. *Topics:* Board of Economic Development Ministers; Economic Councils — Economic Council of Canada; Tax Measures Review — reports, interim, final; computer communications — working groups; search-and-rescue; Cabinet Committee on Economic and Regional Development (CCERD); food policy; forestry.

FIN/EDD-435
Industrial Development
Description: General information on government programs set up to help in the development of the industrial sector of the economy, and the impact and benefits of purchases of goods and services by the federal government. *Topics:* Committees, conferences and meetings; metric conversion; small businesses; technological innovation; government procurement — long-range patrol aircraft, sectors.

FIN/EDD-440
Industrial Development — Incentives Programs
Description: Information on specific incentives programs set up by the federal government to give financial or other assistance to private industries in order to encourage and facilitate their development. *Topics:* Development of pollution abatement technology; Enterprise Development Program — adjustment assistance, board, innovation assistance; General Adjustment Assistance Program — board, projects; Program for the Advancement of Industrial Technology.

FIN/EDD-445
Industrial Development by Sector
Description: Information on the development of certain sectors of industry and the federal government's efforts in encouraging this development. *Topics:* Aerospace — Canadair, Challenger Aircraft,

De Havilland Aircraft of Canada Limited, DHC-7, short take-off and landing (STOL) aircraft; automotive; chemicals; electrical and electronics; foodstuffs; forest products — pulp and paper; petrochemicals; shipbuilding — committees and task forces; textiles; tourism.

FIN/EDD-450
Regional Development
Description: Information on the development of various sectors of the economies of Canada's regions, such as tourism, resources and industrial, and specific programs such as the *Agriculture and Rural Development Act* and the Fund for Rural Economic Development. *Topics:* Incentives programs, *Regional Development Incentives Act*, Regional Development Incentives Board; Atlantic Enterprise Program; general development agreements, subsidiary agreements. *Retrievability:* Information on sectors of the economies of specific regions or provinces is divided by sector, region and province.

FIN/EDD-455
Regulatory Policies
Description: Information on the development of regulatory policies. *Topics:* Competition; bankruptcies; copyrights; patents; trademarks.

FIN/EDD-460
Science
Description: Information on the development of policies on scientific activities in Canada and the federal government's programs for encouraging these activities. *Topics:* Committees.

FIN/EDD-465
Telecommunications
Description: Information on the development of policies on telecommunications, including radio and television, cablevision, licences, satellites and telephones. *Topics:* Radio and television; satellites; telephones.

FIN/EDD-470
Transportation
Description: Information on the development of policies on air, surface and marine transportation systems in Canada. *Topics:* Bridges; Canadian Transport Commission; civil aviation — airports, individual, Mirabel, committees; ferries; harbours and ports — commissions, construction, small craft harbours; highways and roads — Inter-departmental Highway Committee, safety, Trans-Canada Highway; Northumberland Strait Crossing; railways — companies, freight, passenger services; shipping — legislation, maritime code, Canadian Merchant Marine; urban transportation — assistance program.

FIN/EDD-480
Agriculture
Description: General information on the development of agricultural policies in Canada and the allocation of federal financial resources through certain programs. *Topics:* Conferences and information; race track betting; financial aspects; legislation; non-government organizations; resource allocation — Small Farms Development Program, Farm Credit Corporation, projects and programs.

FIN/EDD-485
Agriculture — Marketing
Description: Information on the development of policies on the programs and initiatives of the federal and provincial governments and of the private sector in the marketing of agricultural products. *Topics:* Agricultural products co-operative marketing; boards — national, Livestock Feed Board of Canada, Canada Wheat Board; boards — provincial; commodities — Canada's food systems, fruits, grains, vegetables.

FIN/EDD-490
Agriculture — Stabilization and Support
Description: Information on the development of policies on the federal and provincial government's efforts to stabilize the revenues of farmers and the production, the cost of the production and price of agricultural products. *Topics:* Agricultural Prices Support Board; Canadian Dairy Commission; commodities — dairy products, grain, livestock; Stabilization and Support Crop Insurance — provincial programs; farm financial assistance.

FIN/EDD-495
Fisheries
Description: Information on the development of policies on the fishing industry in Canada, including the development of the industry, the marketing in Canada and abroad of fish products, the stabilization of fishermen's revenues, production, cost of production and price of fish products, and Canadian and international Acts and legislation. *Topics:* Development and production — Newfoundland; legislation; marketing and trade; stabilization and support — saltfish industry, groundfish, vessels and equipment; Kirby Task Force; Pearse Commission; Atlantic restructuring.

FIN/EDD-520
Corporate Finance
Description: General information on Corporate Finances. *Topics:* Conferences and seminars; pension fund project committees and meetings; consultations; investments; advisors; reports; small business.

FIN/EDD-525
Industrial Development
Description: Case studies of private and public sector projects, and information on liaison with the financial and business communities for corporate analysis purposes. *Topics:* Economic studies; financial studies; sectors, aerospace, De Havilland Aircraft of Canada, automobile, fishing, petrochemicals, Petromont, Petrosar, resources, Alsands/Cold Lake project.

FIN/EDD-530 *Formerly Identified as:* FIN/CFD-530
Valuation
Description: Information on various approaches to analyze commercial and economic effects of government assistance to the private sector. *Topics:* Development Investment Corporation (CDIC), administration; Canadair, administration; financial analysis; market analysis; De Havilland Aircraft of Canada, administration; economic analysis, financial analysis, market analysis.

FIN/CCD-535
Crown Corporations and Agencies
Description: Information on the general administration, organization, programs, projects and financial management (budgets, estimates, financing of Crown corporations and agencies). *Topics:* Estimates; meetings; programs; administration, corporate plans, capital and operating budgets, annual reports, quarterly reports to Parliament.

FIN/CCD-540
Privatization
Description: Information on the privatization of Crown corporations. *Topics:* Administration; advisory board; Crown corporations to be privatized and authorities; financial advisors; minutes of meetings; progress reports; public reactions.

FIN/IER-550
International Economic Relations
Description: General information on the conduct of international trade. *Topics:* Interdepartmental Committee on External Relations; international conferences, conventions and meetings; international fairs and exhibitions; bilateral trade and economic committees, conferences and meetings; industrial co-operation with Canada;

economic sanctions; visits and tours; Ad Hoc Inter-departmental Committee on United States Economic Measures.

FIN/IER-555
Foreign Ownership and Control in the Canadian Economy
Description: Information on the extent of foreign ownership and control in sectors of the Canadian economy and the development of policies in this area. *Topics:* Foreign ownership and control of the Canadian economy — industries; international policies.

FIN/IER-560
International Organizations
Description: Information on the administration, operations and policies of international organizations dealing with international economic relations. *Topics:* United Nations Commission on International Trade Law; European Communities; Eurotom; European Free Trade Area; European Coal and Steel Community; European Economic Community; common markets; free trade areas; Community of Three; North Atlantic Free Trade Area; Organization for Economic Co-operation and Development (OECD) — administrative matters, financial matters, Financial Support Fund, general policy matters, committees and agencies; North Atlantic Treaty Organization (NATO) — agreements, conferences and meetings, committees, defence expenditures, international competitive bidding, Group of Fourteen, financing, civil and military budgets, International Board of Auditors.

FIN/IER-565
Agreements
Description: Information on the negotiations and the development of policies on international agreements between Canada and other countries, and between other countries. *Topics:* Automotive agreement; cultural, defence, space research, air, shipping and miscellaneous agreements with other countries; miscellaneous agreements between other countries.

FIN/IER-570
General Agreement on Tariffs and Trade (GATT)
Description: Information on the development of policies, negotiations, decisions, reports, meetings on the General Agreement on Tariffs and Trade (GATT). *Topics:* Articles of Agreement; GATT and United Nations Conference on Trade and Development (UNCTAD) Centre; administration; committees and conferences; Kennedy Round; 1973 Round.

FIN/IER-575
International Trade
Description: General information on the conduct of trade between Canada and other countries. *Topics:* Trade of other countries; trade reports on other countries; trade with other countries; trade with individual countries.

FIN/IER-580
Canada-United States — Oil and Gas
Description: Information on the development of policies on the importation and exportation of oil and gas between Canada and the United States. *Topics:* Petroleum leasing; mandatory oil import; West Coast Environmental Protection Agreement; strategic oil storage; Pipeline Treaty.

FIN/IER-585
International Energy Matters
Description: Information on the development of policies on international relations, projects and organizations dealing with energy. *Topics:* International energy conferences; International Energy Agency (IEA); Organization of Petroleum Exporting Countries (OPEC).

FIN/IER-590
Special Import Measures
Description: Information on the importation of goods at less than their market value, or which may cause serious injury to domestic procedures. *Topics:* International anti-dumping; international countervailing duties; *Special Import Measures Act;* emergency surtaxes; Canadian Anti-dumping Tribunal, commodities; Canadian countervailing duties; low-cost imports; quota consultations; commodities — textiles, by country.

FIN/IER-595
Other Import Measures
Description: Other information on the importation of goods into Canada, including information on the preferential treatment accorded to some countries, specific commodities, customs tariffs and duties and the government agencies which administer these tariffs and duties. *Topics:* International Commodity Group; Canadian customs; Canadian customs tariff; tariff board; generalized system of preferences — country files.

FIN/IFD-600
International Monetary Fund (IMF)
Description: Information on the administration, operation and policies of the International Monetary Fund and Canada's participation in it. *Topics:* Bretton Woods Institutions — annual meetings; policy; administration; directors; financial operations; facilities of the IMF; gold, quotas; special drawing rights; interim committee; Group of Ten; international liquidity; publications and reports; relations with Canada and other countries.

FIN/IFD-605
International Economic and Financial Relations
Description: General information on international economic and financial relations, including conferences and meetings. *Topics:* Financial relations with other countries; economic summits; Bank for International Settlements; units of accounts.

FIN/IFD-610
Economic, Political and Statistical Reports
Description: Information on international economic and other activity, and miscellaneous financial information. *Topics:* Japan; United Kingdom; United States; statistical information; other countries.

FIN/IFD-615
International Programs
Description: General information on programs and events in other countries. *Topics:* Allocation strategy — multi-lateral debt rescheduling; Paris Club.

FIN/IFD-620
Canadian Development Assistance
Description: General information on the financial programs and other developmental assistance given to foreign countries by Canada and the federal government agencies that administer these programs. *Topics:* Bilateral and multilateral allocations; Canadian International Development Agency (CIDA); Canadian International Development Board; committees; conferences and meetings; energy crisis and aid; financing; private sector; reviews.

FIN/IFD-625
Canadian Development Assistance Programs
Description: Information on the Canadian government's programs of developmental assistance to specific foreign countries. *Topics:* Africa — Commonwealth, francophone; Caribbean; export market development; Latin America; Middle East; South and Southeast Asia — Association of Southeast Asian Nations — India — Pakistan, projects.

DEPARTMENT OF FINANCE

FIN/IFD-630
British Commonwealth Relations
Description: Information on the administration, programs and policies of the British Commonwealth and its organizations and the Canadian government's position on these policies and programs. *Topics:* Commonwealth; committees; developmental assistance; Commonwealth Fund for Technical Co-operation; meetings and conferences of Commonwealth officials; meetings — heads of government, ministers, finance, food production and rural development, trade and economic; Commonwealth organizations; Commonwealth Secretariat — administration, committees, education, education liaison, finance; Commonwealth Telecommunications Council — world development.

FIN/IFD-635
Export Development
Description: Information on the administration, policies and programs of the Export Development Corporation, set up by the federal government to facilitate and develop trade between Canada and other countries. *Topics:* Export Development Corporation; board of directors; committee of directors; countries; long-term export financing, financing projects; insurance and investment; Nuclear Power Projects Committee; postwar loans and guarantees — countries, China; practices of other export credit institutions.

FIN/IFD-640
International Financial Institutions
Description: General information on the administration, policies and programs of international financial institutions and the Canadian government's position on their policies and programs. *Topics:* International Centre for Settlement of Investment Disputes (ICSID); multilateral projects.

FIN/IFD-645
International Financial Institutions — Individual Institutions
Description: Information on the administration, policies and programs of individual institutions and the Canadian government's position on these policies and programs. *Topics:* African Development Bank (AFDB); African Development Fund (AFDF); Asian Development Bank (ASDB); Asian Development Fund (ASDF); Caribbean Development Bank (CDB); Inter-American Development Bank (IDB); International Bank for Reconstruction and Development (IBRD); International Development Association (IDA); International Finance Corporation (IFC).

FIN/IFD-650
International Organizations
Description: Information on the policies, programs and reports on the activities of international organizations and the Canadian government's position on their policies, programs and reports. *Topics:* Intelligence reports — Africa, Caribbean and Latin America, Eastern Europe and Union of Soviet Socialist Republics, Middle East, non-Communist Europe, Southern Asia, Southeast Asia; International satellite communications; Organization of American States (OAS) — conferences and meetings.

FIN/IFD-655
Military Assistance
Description: Information on the development of policies on the provision of military assistance, including training and material, to foreign countries and the administration of programs to provide this assistance. *Topics:* Programs.

FIN/IFD-660
Multilateral Co-ordination of Aid and Financing
Description: Information on international programs and projects to furnish financial and other help to countries to develop their industries and resources. *Topics:* Development assistance programs — inter-governmental groups, United States of America; Organization for Economic Co-operation and Development (OECD) — Development Assistance Committee (DAC), Development Centre, meetings, private flow, programs, working parties and groups, Export Credits and Credit Guarantees (ECCGs), documents; OECD export credit arrangement.

FIN/IFD-665
United Nations
Description: Information on the administration, policies and programs of the United Nations and the Canadian government's position on these policies and programs. *Topics:* Economic Commissions — Europe, committees; United Nations General Assembly committees — ad hoc, economic and social, Fifth Administrative and Budgetary — sessions; United Nations High Commissioner for Refugees (UNHCR); International Economic Order; Law of the Sea and Ocean Dumping Convention; peacekeeping operations; programs; United Nations Secretariat; Security Council; specialized agencies; financial operations.

FIN/IFD-670
United Nations Agencies
Description: Information on the administration, policies and programs of the agencies of the United Nations and the Canadian government's position on these policies and programs. *Topics:* United Nations Conference on Trade and Development (UNCTAD) — administration, committees and conferences, financial operations; UNCTAD Trade and Development Board — Permanent Committee, sessions, transfer of technology; United Nations Development Programs (UNDP) — administration, financial operations, Governing Council; Economic and Social Council (ECOSOC) — commissions, standing committees, Science and Technology; subsidiary bodies — Trans-national Corporation; United Nations Educational, Scientific and Cultural Organization (UNESCO); United Nations Environmental Program (UNEP) — Governing Council; Food and Agricultural Organization (FAO): administration, committees, conferences and meetings, Council, financial operations, publications; United Nations Fund; United Nations Fund for Africans; United Nations Fund for Drug Abuse Control (UNFDAC); United Nations Fund for Population Activities (UNFPA); United Nations Industrial Development Organization (UNIDO) — administration, conferences and meetings, Industrial Development Board; Inter-governmental Maritime Consultative Organization (IMCO): administration, committees; International Atomic Energy Agency (IAEA) — administration, conferences and meetings, financial operations, nuclear power; United Nations International Children's Emergency Fund (UNICEF); International Civil Aviation Organization (ICAO); International Fund for Agricultural Development (IFAD); International Labour Organization (ILO) — administration, conferences, financial operations, governing body, programs; International Telecommunications Union (ITU); Pan-American Health Organization (PAHO); United Nations Relief and Works Administration (UNRWA); Universal Postal Union (UPU); World Food Program (WFP) — committees; World Health Organization (WHO) — administration, financial operations; World Health Assembly; World Meteorological Organization (WMO) — administration; World Tourism Organization (WTO) — transformation.

FIN/TAR-675
Tariffs
Description: General information on the development of policies on customs tariffs and trade, including acts, legislation and agreements. *Topics:* Bilateral trade agreements; surtaxes, drawbacks; preferences for developing countries; budgets; Canadian Trade and Tariff Committee (CTTC); Tariff Board.

DEPARTMENT OF FINANCE

FIN/TAR-690

General Agreement on Tariffs and Trade (GATT)

Description: Information on the preparation of detailed positions on tariff matters, customs valuation and to the conduct of negotiations on multilateral and bilateral trade issues under the GATT. *Topics:* Multilateral and bilateral trade negotiations; consolidations of, rectifications and modifications to Canada's GATT schedule on tariff bindings.

FIN/TAR-700

Tariff Items

Description: Information such as representations from industry for specific changes in rates of duty for individual tariff items or classes of items.

FIN/TPL-705

Tax Policy

Description: General information on tax policy and legislation, including reports from Revenue Canada-Taxation, statistics, Royal Commission reports and studies on the subject of taxation; also information on indexing rates of taxation. *Topics:* Royal Commission on Taxation — briefs and submissions, reports and studies; White Paper on Tax Reform — studies; tax expenditures; personal income tax indexing; inflation indexing; Tax-Based Incomes Policy.

FIN/TPL-710

Budgets

Description: Information on the preparation and tabling of the federal government's budget. *Topics:* Bills; black books; Minister's briefing notes, complaints and enquiries. *Special Access Note:* Specific years should be requested by date and calendar year.

FIN/TPL-715

Income Tax

Description: General information on the *Federal Income Tax Act*, including material dealing with the development of policies, briefs and submissions from companies, groups and associations, and proposals from the public. *Topics:* Assessments, payments and returns; briefs and submissions; capital gains and losses; charities — Review of 1976; deferred and other income arrangements; excess profits tax; office or employment; partnerships; pensions and retirement plans; political contributions; resources — forestry, oil and gas oilsands; trusts — estates and gifts.

FIN/TPL-720

Income Tax on Business and Property

Description: Information on the federal income tax on business and property, including material dealing with the development of policies and proposals from companies, groups, associations and individuals. *Topics:* Deductions; land and real estate; special cases.

FIN/TPL-725

Non-Resident Taxes

Description: Information on the federal income tax on persons, businesses and corporations that are not residents of Canada, including material dealing with the development of policies and proposals from companies, groups, associations and individuals. *Topics:* Business and corporations; personal; withholding tax.

FIN/TPL-730

Personal Income Tax

Description: Information on federal personal income taxes, including material dealing with the development of policies and proposals from companies, groups, associations and individuals. *Topics:* Deductions; education; exemptions; income maintenance; special groups.

FIN/TPL-731 *Formerly Identified as:* FIN/CRT-770

International Taxation

Description: Information on all aspects of international taxation such as tax agreements with other countries and international organizations, taxation matters within other countries, privileges and immunities. *Topics:* Canadian tax agreements with other countries; Canadian tax agreements with the United Kingdom, the United States; international organizations; privileges and immunities within other countries and within the United States; Canada-U.S. comparisons.

FIN/TAC-735

Remissions of Taxes

Description: Information on the remission of estate taxes, corporation income taxes, personal income taxes and all other forms of federal taxes, except sales and excise taxes.

FIN/TAC-740

Commodity Taxes

Description: Information on advice and recommendations for changes, the development of detailed policy proposals and the drafting of amendments to legislation in the area of federal excise and sales taxes as they apply to goods manufactured or produced in Canada or imported into Canada, including proposals from the public or other government departments or agencies. *Topics:* Budgets; Commodity Tax Review Group submissions; compliance and collection; *Excise Act* and *Excise Tax Act;* federal-provincial considerations; international considerations; liability for tax; licensing and registration; studies; valuation of goods; wholesale tax project 1980-83.

FIN/TAC-745

Federal Sales Tax

Description: Information on the federal sales tax charged on goods and services. *Topics:* Base Federal Sales Tax; clothing and footwear; construction materials and equipment for buildings; coverings and containers; educational, technical, cultural, religious and literary items; energy conservation products; farm and forest products; foodstuffs; fuels and electricity; gasoline and diesel fuel; goods affected by metric conversion; goods enumerated in customs tariff items; goods manufactured in institutions; health goods; marine products and fisheries; municipalities; purchases by manufacturers; sports equipment; transportation and construction equipment.

FIN/TAC-750

Refunds, Credits, Drawbacks and Remissions

Description: Information on the refund and remittance of overpayments of federal excise and sales taxes. *Topics:* Transportation and construction equipment.

FIN/TAC-755

Special Excise Tax

Description: Information on the excise taxes charged on imported goods. *Topics:* Air transportation; alcohol and tobacco products; energy; Oil Export Tax.

FIN/CRT-760

Capital Cost Allowances

Description: Information on the capital cost allowances in the federal income tax system, including material dealing with the development of policies and proposals from companies, groups, associations and individuals. *Topics:* Equipment — transportation and construction; resources; Review of 1976.

FIN/CRT-765

Taxes on Corporations and Shareholders

Description: Information on the federal income tax on corporations and shareholders, including material dealing with the development of policies and proposals from companies, groups, associations and individuals. *Topics:* Deductions; investment income; reorganizations; securities; special rules.

FIN/ADM-785
Canadian Pension Plan Investment Fund (New)
Description: Information on the investment of excess monies in the Canada Pension Plan as provided by the *Canada Pension Plan Act*. *Topics:* Forecasts of funds available; purchase of securities; interest on operating balance; audit confirmations; consolidation of provincial debentures; reports to the Canada Pension Plan Advisory Committee.

FIN/ADM-790
Loans (New)
Description: Information on the authorization and transactions of major loan programs of the Department of Finance and other miscellaneous loans. *Topics:* Authority for loans; repayment schedules and payments received; federal-provincial employment; Municipal Development and Loan Board; special development; Winter Capital Project Fund; foreign countries.

FIN/ADM-795
Public Debt (New)
Description: Information on the authorization of borrowings and transactions related to said borrowings. Borrowings are categorized as Government of Canada marketable bonds, Canada Savings Bonds, treasury bills, Canada Pension Plan Bonds and foreign currency borrowing. *Topics:* Unmatured debt; accrued interest; interest due and outstanding; interest expense; matured debt; redemption of interest and principal; annuities; claims; deposit and trust accounts; marketable bonds; non-marketable bonds; securities investment account.

FIN/ADM-901
Administration
Description: See Standard Classes of Records.

FIN/ADM-902
Acts and Legislation
Description: See Standard Classes of Records.

FIN/ADM-903
Administrative and Management Services
Description: See Standard Classes of Records.

FIN/ADM-904
Co-operation and Liaison
Description: See Standard Classes of Records.

FIN/ADM-905
Buildings and Properties
Description: See Standard Classes of Records.

FIN/ADM-906
Buildings
Description: See Standard Classes of Records.

FIN/ADM-907
Lands
Description: See Standard Classes of Records.

FIN/ADM-908
Utilities
Description: See Standard Classes of Records.

FIN/ADM-909
Equipment and Supplies
Description: See Standard Classes of Records.

FIN/ADM-910
Furniture and Furnishings
Description: See Standard Classes of Records.

FIN/ADM-911
Office Appliances
Description: See Standard Classes of Records.

FIN/ADM-912
Procurement
Description: See Standard Classes of Records.

FIN/ADM-913
Vehicles
Description: See Standard Classes of Records.

FIN/ADM-914
Finance
Description: See Standard Classes of Records.

FIN/ADM-915
Accounts and Accounting
Description: See Standard Classes of Records.

FIN/ADM-916
Audits
Description: See Standard Classes of Records.

FIN/ADM-917
Budgets
Description: See Standard Classes of Records.

FIN/ADM-918
Personnel
Description: See Standard Classes of Records.

FIN/ADM-919
Classification of Positions
Description: See Standard Classes of Records.

FIN/ADM-920
Employment and Staffing
Description: See Standard Classes of Records.

FIN/ADM-921
Human Resources
Description: See Standard Classes of Records.

FIN/ADM-922
Occupational Health, Safety and Welfare
Description: See Standard Classes of Records.

FIN/ADM-923
Official Languages
Description: See Standard Classes of Records.

FIN/ADM-924
Pensions and Insurance
Description: See Standard Classes of Records.

FIN/ADM-925
Salaries and Wages
Description: See Standard Classes of Records.

FIN/ADM-926
Staff Relations
Description: See Standard Classes of Records.

FIN/ADM-927
Training and Development
Description: See Standard Classes of Records.

Deleted Classes of Records

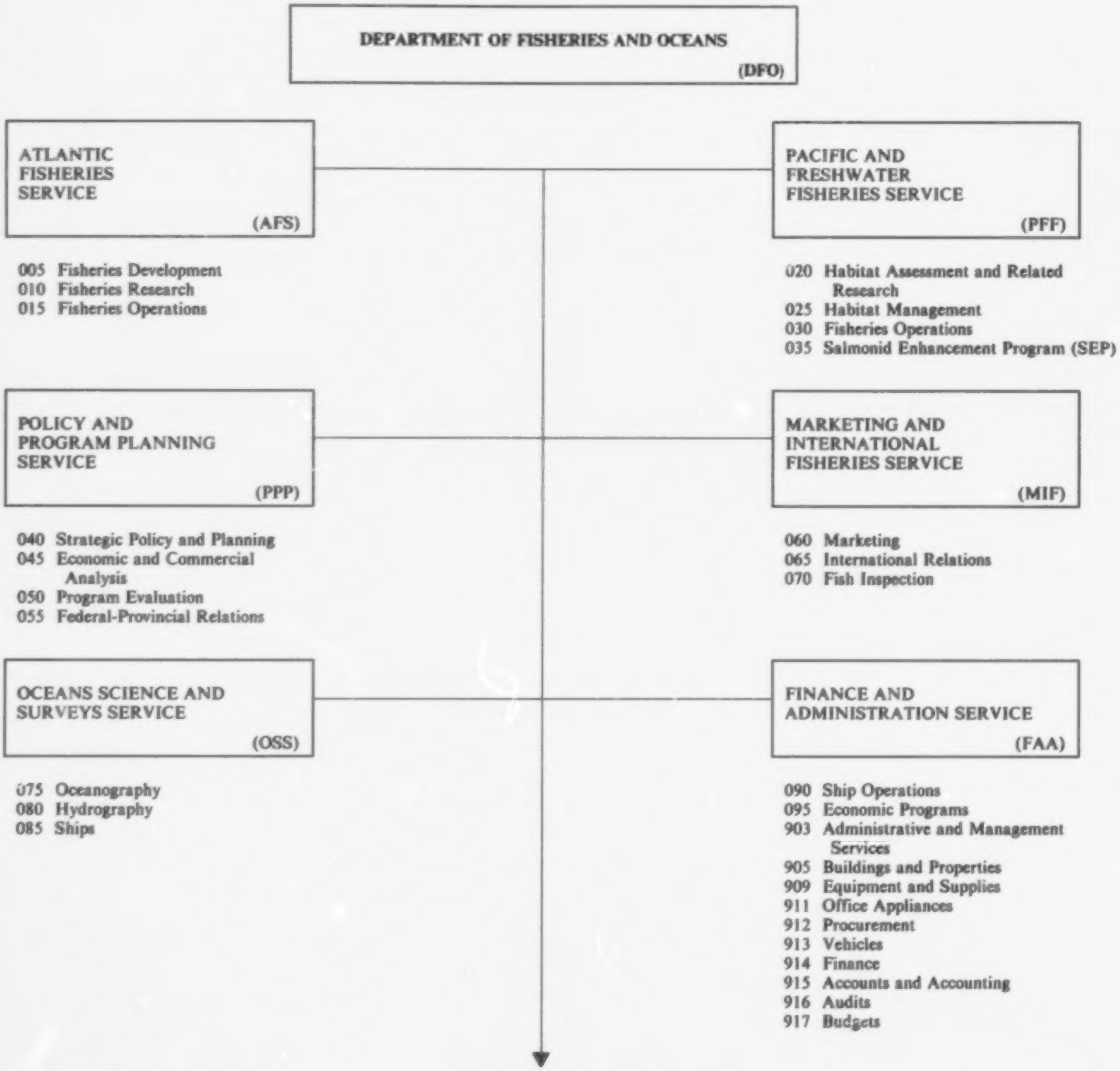
The following classes of records have been deleted and the information contained in them transferred to other classes of records with similar content.

FIN/FPD-070	Anti-Inflation Board
FIN/SPA-090	Economic Policies
FIN/SPA-095	Fiscal Policy
FIN/SPA-100	International Affairs
FIN/SPA-105	Social Policy
FIN/FPR-225	Conditional Grants and Shared Cost Programs
FIN/FPR-240	Expenditure Reductions—1978
FIN/FPR-250	Halifax Relief Commission
FIN/FPR-255	Northwest and Yukon Territories Financial Matters
FIN/FPR-260	Offshore Mineral Rights
FIN/FPR-265	Miscellaneous Provincial Matters
FIN/FPR-275	Succession Duties and Gift Tax
FIN/SPD-290	Manpower Policy
FIN/SPD-310	Wage Standards
FIN/SPD-315	Social Development Programs and Policies
FIN/SPD-320	Tax Transfer Integration Task Force
FIN/SPD-330	Immigration
FIN/SPD-335	Native Peoples
FIN/SPD-345	Urban Affairs
FIN/SPD-350	Welfare
FIN/SPD-355	Women
FIN/SPD-365	Northern Development
FIN/SPD-370	Culture
FIN/SPD-380	Unemployment Insurance
FIN/SPD-385	Expenditure Management
FIN/EDD-475	Food Policy
FIN/EDD-500	Forestry
FIN/CFD-505	Corporate Analysis
FIN/CFD-507	Companies
FIN/CFD-510	Methodology
FIN/CFD-515	Corporate Sector Monitoring
FIN/CCD-545	Interdepartmental Task Force on Crown Corporation Legislation
FIN/TAR-680	Budgets
FIN/TAR-685	Canadian Trade and Tariffs Committee
FIN/TAR-695	Tariff Board
FIN/CRT-770	International Taxation
FIN/GFD-775	Government Finance
FIN/GFD-780	Guaranteed Loans

DEPARTMENT OF FISHERIES AND OCEANS

Chapter 47

DEPARTMENT OF FISHERIES AND OCEANS



DEPARTMENT OF FISHERIES AND OCEANS (DFO)

ATLANTIC FISHERIES SERVICE (AFS)

005 Fisheries Development
010 Fisheries Research
015 Fisheries Operations

PACIFIC AND FRESHWATER FISHERIES SERVICE (PFF)

020 Habitat Assessment and Related Research
025 Habitat Management
030 Fisheries Operations
035 Salmonid Enhancement Program (SEP)

POLICY AND PROGRAM PLANNING SERVICE (PPP)

040 Strategic Policy and Planning
045 Economic and Commercial Analysis
050 Program Evaluation
055 Federal-Provincial Relations

MARKETING AND INTERNATIONAL FISHERIES SERVICE (MIF)

060 Marketing
065 International Relations
070 Fish Inspection

OCEANS SCIENCE AND SURVEYS SERVICE (OSS)

075 Oceanography
080 Hydrography
085 Ships

FINANCE AND ADMINISTRATION SERVICE (FAA)

090 Ship Operations
095 Economic Programs
903 Administrative and Management Services
905 Buildings and Properties
909 Equipment and Supplies
911 Office Appliances
912 Procurement
913 Vehicles
914 Finance
915 Accounts and Accounting
916 Audits
917 Budgets

DEPARTMENT OF FISHERIES AND OCEANS

SMALL-CRAFT HARBOURS DIRECTORATE
(SCH)

100 Small Craft Harbours

CANADIAN SALTFISH CORPORATION
(CSC)

105 Fishermen's Assistance Programs

FRESHWATER FISH MARKETING CORPORATION
(FFM)

110 Fishing Statistics

OTHER RESPONSIBILITIES

Fisheries Prices Support Board
Fisheries and Oceans Research Advisory Council

ACCESS TO INFORMATION CO-ORDINATOR
DEPARTMENT OF FISHERIES AND OCEANS
200 KENT STREET
OTTAWA, ONTARIO
K1A 0E6

DEPARTMENT OF FISHERIES AND OCEANS

Background

The Department of Fisheries and Oceans is responsible for a wide range of fisheries activities including fisheries management and research in coastal and inland waters; fisheries economic development and marketing; international fisheries negotiations; oceanographic research; hydrographic surveying and charting; and the development and administration of fishing and recreational harbours.

The main legislative base for the Department is the *Department of Fisheries and Oceans Act*, which established the Department in April, 1979; and the *Fisheries Act*, enacted in 1867 in accordance with the responsibility for "sea-coast and inland fisheries" placed on the federal government by Section 91(12) of the *British North America Act*. The Minister of Fisheries and Oceans is responsible to Parliament for the administration of the laws governing Canada's fisheries.

The objectives of the Department are to assure:

- the comprehensive husbandry and management of Canada's fisheries resources through the protection, rehabilitation and enhancement of individual fish stocks and the aquatic habitat upon which these resources depend;
- the best use of fisheries resources, through a variety of measures affecting when, where, how and by whom these resources are harvested, processed and marketed to obtain the highest possible social and economic benefits;
- hydrographic surveying of Canada's coastal and inland waters for the production of nautical charts and other information necessary for safe navigation;
- the acquisition of knowledge of oceanic processes and environments so as to support activities related to defence, marine transportation, the exploitation of offshore energy resources and the management of the fishery resource and its aquatic habitat;
- the provision of a national ocean information service; and
- the provision and administration of a national system of harbours in support of commercial fishing vessels and recreational boating.

Laws and Regulations

- Fisheries Act
- Department of Fisheries and Oceans Act
- Fisheries Development Act
- Fisheries Prices Support Act
- Fisheries Improvement Loans Act
- Freshwater Fish Marketing Act
- Canadian Saltfish Act
- Fish Inspection Act
- Coastal Fisheries Protection Act
- Great Lakes Fisheries Convention Act
- Pacific Salmon Fisheries Convention Act
- North Pacific Fisheries Convention Act
- Northern Pacific Halibut Fisheries Convention Act
- Northwest Atlantic Fisheries Convention Act
- Pacific Fur Seals Convention Act
- Fishing and Recreational Harbours Act
- Fisheries and Oceans Research Advisory Council
- Atlantic Fisheries Restructuring Act

Overall Responsibilities

The federal government, under the *BNA Act*, has exclusive legislative jurisdiction over Canada's fisheries in coastal and inland waters, but some provinces have been delegated certain administrative responsibilities in varying degrees. Thus, the Department is fully responsible for the management of all fisheries, both marine and freshwater, in four east coast provinces (Nova Scotia, New Brunswick, Newfoundland, and Prince Edward Island) and in the Northwest and Yukon Territories. In four inland provinces (Ontario, Manitoba, Saskatchewan, and Alberta) the management of all fisheries is a provincial responsibility. In Québec, the provincial government manages freshwater fisheries and certain marine fisheries, although the inspection of fish and fishery products for trade outside the province is undertaken by the federal department. Fisheries and Oceans has similar fish inspection responsibilities in all areas of Canada. In British Columbia, the fisheries for marine and anadromous species (i.e., fish that migrate from freshwater to sea) are managed by the federal department, but the provincial government manages freshwater fisheries.

Organization

Fisheries and Oceans is made up of six main organizational components: Atlantic Fisheries, Pacific and Freshwater Fisheries, Ocean Science and Surveys, Marketing and International Fisheries, Policy and Program Planning, and Finance and Administration.

The Department is headed by a deputy minister and an associate deputy minister; each of the six organizational components is headed by an assistant deputy minister. In addition, there are several other administrative or special units which report directly to the deputy minister, namely, Small Craft Harbours, Legal Services, Personnel, and Communications.

The fisheries component of the Department has regional offices in St. John's, Halifax, Moncton, Burlington, Québec City, Winnipeg, and Vancouver; each is headed by a director general.

Ocean Science and Surveys administers regional offices in Dartmouth, Burlington, and Victoria, also headed by directors general, and in Québec City, administered by a director. A total of 1,200 facilities is managed by the Department, the major facilities being inspection laboratories, biological research stations and oceanographic research institutes.

The Department has a staff complement exceeding 6,000 and an annual budget of approximately $600 million.

Two agencies report to Parliament through the Minister of Fisheries and Oceans: the Canadian Saltfish Corporation and the Freshwater Fish Marketing Corporation.

Fisheries Management

The Fisheries Management programs of the Department are intended to ensure maximum economic and social benefit to Canada from the use of fisheries and other aquatic living resources of coastal and inland waters. Other programs are directed at conserving these resources and maintaining the aquatic environment in a healthy, productive state.

An important responsibility is the surveillance and management of fisheries within the 200-mile exclusive fisheries zones established since 1977 on both the east and west coasts, and the associated research and stock assessments needed for rational decisions on sharing access to the fisheries resource among Canadian and foreign fishing fleets.

Specific programs are carried on in all regions of Canada to ensure the conservation and protection of fisheries resources and, within the limits of resources available, their development and expansion; the upgrading of the quality of fish and fishery products; and assistance to fishermen and industry in the development of new products and of more effective harvesting, production and marketing techniques.

Programs of fisheries and aquatic research directly supporting national and international fisheries activities are conducted from centres located in key coastal and inland areas. These include the Northwest Atlantic Fisheries Centre, St. John's, Newfoundland; the Bedford Institute of Oceanography, Dartmouth, Nova Scotia; the St. Andrews Biological Station, St. Andrews, New Brunswick; the Arctic Biological Station, Ste-Anne-de-Bellevue, Québec; the Canada Centre for Inland Waters, Burlington, Ontario; the Freshwater Institute, Winnipeg, Manitoba; and the Pacific Biological Station, Nanaimo, British Columbia; as well as research units in Halifax, Québec City, Vancouver, and Moncton.

The scope of fisheries and aquatic research is extremely varied. It covers studies in biology, ecology, population dynamics, distribution and migrations of fish, marine mammals and shellfish, and the forecasting of fish stock abundance. Studies are also directed towards the quality control of fish catches and fishery products; the development and application of aquaculture techniques in salt and fresh water; the study of relationships among species; and the calculation of sustainable yields of fish and marine mammal stocks harvested in the commercial and recreational fisheries. In addition, specialists carry out social and economic analyses to assist in policy formulation for all significant aspects of fisheries use, potential and management.

Economic Development and Marketing

The Department provides support in various ways to strengthen the fishing industry's capabilities to market and promote the sale of fish products and obtain the most favourable prices. In addition, long-range and strategic planning aimed at the orderly economic development of the industry is carried out. This function involves the collection, analysis and distribution of data and information on fish catches, production and trade.

Various financial assistance programs are available to commercial fishermen, including the Fishing Vessel Assistance Program and the Fishing Vessel Insurance Plan. The Department also administers loans under the *Fisheries Improvement Loans Act*.

Working closely with the Department of External Affairs, departmental staff are actively involved in negotiating agreements or treaties on fishing rights or trade arrangements with foreign countries. Currently Canada participates in 11 international fisheries commissions and is involved in 10 other international agreements concerned with the management of Canadian fisheries under international regulation or protection of the marine environment.

Departmental staff have played a key role in the development and negotiation of Canada's position in the United Nations' Law of the Sea Conference, and also provide departmental input into Canadian fisheries and marine overseas aid programs administered through such organizations as the Canadian International Development Agency and the Food and Agriculture Organization of the United Nations.

Ocean Science and Surveys

Under the broad heading of Ocean Science and Surveys is grouped an extensive range of programs contributing to the management and development of renewable and non-renewable ocean resources and to the understanding of ecological processes within the aquatic and marine environment, as well as the precautions and remedies required to restore and protect that environment and the resources associated with it.

Field programs are conducted from the Bedford Institute of Oceanography in Dartmouth, Nova Scotia; the Institute of Ocean Sciences at Patricia Bay, British Columbia; the Canada Centre for Inland Waters, Burlington, Ontario; and the Champlain Centre for Marine Sciences and Surveys, Québec City, Québec.

In addition to physical, chemical and biological oceanographic research, activities include the operation of a marine environmental data service which collects and distributes oceanographic and wave climate information, tide and water level measurements, and other related data.

Staff members are involved in ecological and environmental studies related to the marine and aquatic environment, directed primarily toward the control of pollution and the determination of safety margins of contaminants as they affect aquatic life. They also respond to the constant demand for aquatic resource inventories and environmental impact assessments, particularly for projects with potential effects on aquatic life in the ecologically delicate Arctic and in sheltered coastal waters such as the Gulf of St. Lawrence and the Strait of Georgia.

A major responsibility of Ocean Science and Surveys is the planning and implementation of a national program of hydrographic surveying and charting of navigable coastal and inland waters. The hydrographic unit (Canadian Hydrographic Service) traces its history to 1883, when the Canadian government started a survey of Georgian Bay. In addition to producing navigation charts for coastal and inland waters, this work includes the production of special charts and maps for pleasure craft, the fishing industry, territorial defence and offshore exploration. Publications to assist navigation, such as Canadian Tide and Current Tables and Sailing Directions, are also produced.

Small Craft Harbours Directorate

This directorate develops, maintains, upgrades and administers fishing and recreational harbours and marine facilities at approximately 2,300 locations across Canada. About two-thirds of these serve the commercial fishery, while the remainder are for recreational and mixed uses. Regional directors' offices are located in Vancouver, Winnipeg, Burlington, Québec City, Moncton, Halifax and St. John's. Each office employs staff with engineering expertise, and includes administration, financial and property services. Harbour managers are employed at some of the busier harbours. The Department of Public Works acts as technical agent and supplies professional services related to property acquisition, engineering, construction and contracting.

The directorate's main role is to provide harbour facilities and improvements (e.g. wharves, breakwaters, dredging), services (e.g. water, electricity), and harbour administration that enable the fishermen to safely and economically carry out their business. The directorate also assists other levels of government and the private sector on a cost-shared basis in the development of public facilities in support of recreational boating and sports fishing.

Ship Operations

To carry out its varied responsibilities in the areas of fisheries protection, marine and oceanographic research, and hydrographic surveys, the Department operates more than 600 vessels.

Fisheries surveillance and protection vessels, about 100 in all, vary from 61.5 metres to small launches that patrol inshore marine waters and inland lakes and rivers. Fisheries research vessels, oceanographic research and hydrographic survey vessels operate in coastal and inland waters. These vessels also play a major role in the federal government's search and rescue operations, and have been credited with numerous life-saving acts at sea and in inland waters.

Key Contacts

General Information

Informal requests for information continue to be handled by the communications offices at headquarters and in the regions.

Information includes press releases, speeches, brochures and pamphlets. Requests should be directed to either the

Communications Branch
Department of Fisheries and Oceans
200 Kent Street
Ottawa, Ontario
K1A 0E6

or to the communications offices of the regional offices in St. John's, Halifax, Dartmouth, Moncton, Québec City, Burlington, Winnipeg, Vancouver and Victoria (see below for addresses).

Libraries

The libraries of the Department are the main repository for publications, reports and studies pertinent to the management of the fisheries and oceans of Canada. The libraries are information resource centres where access forms are available and assistance given to ascertain if information requested is already available in the public domain and does not require formal access procedures. Every effort is made to encourage this informal access to information to eliminate unnecessary paperwork and, in some instances, financial implications.

The Department's libraries have been designated under Section 71 of the *Access to Information Act* as reading rooms where the public may inspect manuals used by employees of the institution in administering or carrying out programs or activities that affect the public.

The addresses of departmental regional libraries are listed below.

Institute of Ocean Sciences Library
Box 6000
Sidney, British Columbia
V8L 4B2

Pacific Biological Station Library
Nanaimo, British Columbia
V9R 5K6

West Vancouver Laboratory Library
Department of Fisheries and Oceans
4160 Marine Drive
West Vancouver, British Columbia
V7V 1N6

Fisheries Management Regional Library
Department of Fisheries and Oceans
1090 West Pender Street
Vancouver, British Columbia
V6E 2P1

Freshwater Institute Library
501 University Crescent
Winnipeg, Manitoba
R3T 2N6

Biological Station Library
Department of Fisheries and Oceans
St. Andrews, New Brunswick
E0G 2X0

Atlantic Fisheries, Gulf Region Library
Department of Fisheries and Oceans
P.O. Box 5030
Moncton, New Brunswick
E1C 9B6

Northwest Atlantic Fisheries Centre
Department of Fisheries and Oceans
P.O. Box 5667
St. John's, Newfoundland
A1C 5X1

Scotia-Fundy Regional Library
P.O. Box 550
Halifax, Nova Scotia
B3J 2S7

Bedford Institute of Oceanography Library
P.O. Box 1006
Dartmouth, Nova Scotia
B2Y 4A2

Library Services
Department of Fisheries and Oceans
200 Kent Street
Ottawa, Ontario
K1A 0E6

Library
Department of Fisheries and Oceans
P.O. Box 15500
Québec City, Québec
G1K 7Y7

Arctic Biological Station Library
Department of Fisheries and Oceans
555 St. Pierre Street
Ste-Anne-de-Bellevue, Québec
H9X 3R4

Access Procedures

All formal requests for information under the *Access to Information Act* should be sent to the Access to Information Co-ordinator, in care of the appropriate regional library of the Department (see previous list). To contact the Co-ordinator directly, write to

Access to Information Co-ordinator
Department of Fisheries and Oceans
200 Kent Street
Ottawa, Ontario
K1A 0E6
Telephone: (613) 993-0991

Enquiries should clearly identify the class of record requested and any additional information which will assist in locating information within departmental records.

Atlantic Fisheries Service

Headed by the assistant deputy minister (Atlantic Fisheries), this service is responsible for the planning, direction and co-ordination of field operations relating to fisheries management in Newfoundland, Nova Scotia, New Brunswick, Prince Edward Island and Québec. This service is also responsible for the development and implementation of commercial and recreational fisheries policies and programs in those areas. The work involves resource allocation, implementation of development programs, fulfilment of foreign arrangements, and conservation, protection and enhancement of fishery resources and fish habitat on the Atlantic coast. The service has national responsibility for fisheries research and the national enforcement program, while also assisting fishermen and the fish processing sector in achieving more effective harvesting and production through financial and technical support.

Atlantic Operations Directorate

Headed by the director general (Atlantic Operations), this directorate is responsible for providing advice and support to the assistant deputy minister (Atlantic Fisheries) on issues related to fisheries management in the various regions of the Atlantic coast. This involves co-ordinating policies and programs on a national basis and working with the regions towards the surveillance and management of the 200-mile exclusive fisheries zones. Specifically, these programs include the design and administration of a licensing system and resource allocation, including yearly fishing plans and the co-ordination of enforcement activities. The directorate also works towards quality improvement, and the provision of assistance to fishermen and processors in the development of new methods of harvesting and processing.

Atlantic Regional Offices

There are four regional offices on the east coast, each headed by a director general who reports to the assistant deputy minister (Atlantic Fisheries). The day-to-day responsibility for fisheries management and operations rests with the regional office. This includes implementing decisions dealing with management and conservation, enforcement of fisheries regulations (including the operation of a major ocean patrol and research fleet), industrial development, and fish inspection, marketing and promotion. Scientific research in support of management and development of fisheries and fish habitat is conducted at regional fisheries research branches. Statistics on fisheries operations are collected on an on-going basis. Administration of the fishing vessel insurance and vessel construction assistance programs are handled within the regions, as is the management of federally-funded small-craft harbours programs. The regional offices also undertake the inspection of fish processing and handling facilities for fish entering the inter-provincial or export trade and for imported fish products. Although the federal government has exclusive jurisdiction over both coastal and inland fisheries, some provinces have accepted to varying degrees the administrative responsibility for their fisheries. The freshwater fisheries operation in Québec is an example of this delegated authority.

Scotia-Fundy Region — Halifax

This regional office is responsible for the direct day-to-day management of both marine and freshwater fisheries, as outlined above, in most of Nova Scotia and southwestern New Brunswick.

Newfoundland Region — St. John's

This regional office is responsible for the direct day-to-day management of both marine and freshwater fisheries, as outlined above, for the province of Newfoundland except that part bordering on the Gulf. The region also administers a Bait Program through which it supplies bait to Newfoundland fishermen from 16 key bait depots and 25 small holding units.

Gulf Region — Moncton

This regional office is responsible for the direct day-to-day management of both marine and freshwater fisheries, as outlined above, for all areas bordering on the Gulf of St. Lawrence, including all of Prince Edward Island and parts of New Brunswick, Nova Scotia and Newfoundland.

Québec Region — Québec City

This regional office is responsible for the direct day-to-day management of marine fisheries for all the province of Québec.

Fisheries Research Directorate

Fisheries research is conducted to provide the scientific basis for the management and development of Canada's fisheries and fish habitat. Research programs are focused on resource assessment; aquaculture and resource development; and habitat assessment and development. Fisheries research establishments consist of the Fisheries Research Directorate in Ottawa and seven regional Fisheries Research branches. The Fisheries Research Directorate in Ottawa is headed by a director general and provides a national focus for fisheries research, co-ordinates relevant activities among regions, and provides advice and support to assistant deputy ministers (Atlantic Fisheries Service and Pacific and Fresh Water Fisheries).

The Ontario, Western and Pacific regional branches report to the assistant deputy minister (Pacific and Fresh Water Fisheries) through their respective directors general.

The following Fisheries Research establishments report to the assistant deputy minister (Atlantic Fisheries Service):

- Fisheries Research Branch, Newfoundland Region — is based at the Northwest Atlantic Fisheries Centre, St. John's, Newfoundland;
- Fisheries Research Branch, Scotia-Fundy Region — has its headquarters and laboratories in Halifax; also operates a biological station in St. Andrews, New Brunswick, and laboratories of the Marine Fish Division at the Bedford Institute of Oceanography;
- Fisheries Research Branch, Gulf Region — has its headquarters and main laboratories at the regional headquarters in Moncton, and additional laboratories at the University of Moncton;
- Fisheries Research Branch, Québec Region — has its headquarters at the regional headquarters in Québec City; also operates the Arctic Biological Station in Ste-Anne-de-Bellevue, and laboratories at the University of Québec in Rimouski.

Manuals

- Manual of Compliance, Fish Health Regulations
- Laboratory Manual for Chemistry
- Laboratory Manual for Bacteriology
- Fishery Officer's Guide for Fish Habitat Management and Protection
- Fishing Vessel Insurance Plan Operations Manual

Scotia-Fundy Region

- Observers' Field Manual, Domestic and Foreign Fishing Vessels
- Fisheries' Officers Enforcement Policy Manual

Newfoundland Region

- Officers' Manual for Interpretation and Enforcement of the Fisheries Acts and Regulations
- Foreign Observer Program Operations Manual
- Observer Program Training Manual

Pacific and Freshwater Fisheries Service

This service is responsible for the planning, direction and co-ordination of field operations related to the marine and anadromous fisheries in British Columbia and all fisheries in the Yukon and Northwest Territories. Work in these areas includes resource allocation, implementation of development programs and fulfilment of foreign arrangements. In Ontario, Manitoba, Saskatchewan, and Alberta, the federal government supports a strong research program, carries out inspection of fish and fish products and enforces federal fisheries regulations. The provinces are responsible for all other aspects of fisheries management, although the federal government develops and implements commercial fisheries policy for the short- and medium-term in these areas. The service also has national responsibility for fish habitat (including enhancement activities).

Fisheries Operations Directorate

This directorate is responsible for providing advice and support to the assistant deputy minister (Pacific and Freshwater Fisheries) on issues related to fisheries management in the various regions of western Canada. This involves co-ordinating and working with the regions for the surveillance of the 200-mile exclusive fisheries zones, research and stock assessments, conservation programs, fish and fishery products upgrading, and assistance to fishermen and processors in the development of improved and new methods of harvesting and processing.

Fish Habitat Management Branch

This branch provides advice on fish habitat management issues in all regions of Canada. This involves the preparation of national policy guidance on habitat affairs and co-ordinating work with the regions. Activities relate to habitat protection; conservation; compliance with legislation; and restoration and development. The branch also advises on research in support of departmental protection of fish and fish habitat.

Pacific and Freshwater Regional Offices

The Pacific and Freshwater Fisheries Service is divided into three regional offices.

Pacific Region — Vancouver

This regional office deals with both the on-going management concerns and the final stages of program development and evaluation for the marine and anadromous fisheries in British Columbia, and is responsible for maintaining liaison with industry and the public in all matters related to the resource and industry. The office deals with inland and offshore resource management and conservation in the areas of commercial, recreational and native food fisheries; provides inspection services; enforces fisheries regulations and administers the fishermen's insurance program; oversees the licensing system and resource allocation while carrying out biological and technical research on fish and other aquatic fauna, and methods of harvesting and processing them. Federally funded small-craft harbours in the region are managed through the regional office, which also undertakes the design, construction and operation of facilities within the Salmonid Enhancement Program. Scientific and technical information necessary for on-going fisheries management and future planning is gathered within the region, particularly as it relates to fish habitat management. Technical support is provided to fishermen in the areas of catching, handling, onboard freezing, stowing and marketing of fish.

Western Region (The Freshwater Institute) — Winnipeg

The Freshwater Institute, which is the western regional office of Fisheries and Oceans, shares responsibility for fisheries management with the provincial governments of Manitoba, Saskatchewan and Alberta. While the regional office undertakes the inspection and certification of fish processing and handling facilities, most other aspects of fisheries management are the responsibility of the provinces. Management programs related to both marine and freshwater species in the Northwest Territories, however, are under federal control. The regional office sponsors services which promote the transfer of technology for practical applications in the fields of engineering, design, process and product development, and provides engineering support to industry. It administers the fishing vessel insurance plans throughout the region and also undertakes the collection of fisheries statistics and the economic analysis of regional operations as a basis for policy recommendations. The region is also responsible for the direct administration of the federally funded small-craft harbours program.

Management of fisheries (including marine mammals) in the Northwest Territories, covers surveillance of fisheries and enforcement of fisheries regulations; the implementation of resource allocations and conservation programs; and extensive research. The region participates as the representative of the Department on various inter-agency committees and task forces concerned with protecting and developing fisheries resources in northern Canada. The Freshwater Institute has a strong research program which is carried out within the region and in co-operation with other regions.

Ontario Region — Burlington

The Ontario provincial government shares responsibility for the administration of the fisheries sector. While the province is responsible for the conservation and regulation of the sport and commercial fisheries, the Department undertakes a number of programs to complement the provincial management effort and improve returns to the fishing sector. These programs include the inspection and certification of imported and domestic fish products, and fish processing and handling facilities; and the provision of engineering support to the fishing industry and sponsorship of product and process development studies to maximize benefits from the resource. The Fishing Vessel Insurance and Vessel Assistance Programs are also administered federally. In addition, the region carries out a research program directed primarily at providing an understanding of the effects of pollution and habitat degradation on the fishing resources of the Great Lakes. To allow rehabilitation of desirable fish stocks in the Great Lakes, a program to control the sea lamprey is administered. Finally, the region is responsible for the construction and management of the federal program of small-craft harbours in Ontario, and provides marketing services to the commercial fishing industry.

Manuals

- Laboratory Manual for Chemistry
- Laboratory Manual for Bacteriology
- Fishing Vessel Insurance Plan Operations Manual

Pacific Region

- Fisheries Officers' Training Manuals

Western Region

- Lake Classification Inspection Procedures Manual
- Plant Inspection Procedures Manual
- Occupation Health and Safety Manual

Policy and Program Planning Service

The service is responsible for developing a strategic policy framework to provide the Minister and the Department with a firm basis for assessing current conditions and future directions for Canadian fisheries and ocean policies. It provides policy advice to the Minister, deputy minister and associate deputy minister, and briefs them on all departmental proposals going to Cabinet, as well as on those originating from other departments which have implications for the Department of Fisheries and Oceans; it recommends fisheries-related policies and programs for assisting the development of viable industries, and for fostering the overall economic and social development of regions where the fishery resource plays an important role; provides advice on the economic performance of fisheries and oceans industries, and on the related impact of federal decisions. The service also develops specific policies and programs in areas of national concern, such as native fisheries and recreational fisheries; provides advice on constitutional matters and federal-provincial relations affecting fisheries and oceans; undertakes surveys and generates statistics necessary for the development of fisheries policies; represents the federal government and the Department in the negotiation of fisheries and ocean science matters; and formulates and implements program evaluation policies, strategies and plans.

Strategic Policy and Planning Directorate

The directorate is responsible for developing the Department's strategic priorities, and ensuring that they are consistent with the overall priorities of the federal government. It also implements an overall framework for the development of strategic policy in all areas respecting fisheries and oceans policies; provides briefings to the Minister, deputy minister and associate deputy minister on all departmental proposals going to Cabinet, as well as on those originating from other departments which have implications for the Department of Fisheries and Oceans; and develops policy positions with respect to native affairs in the fisheries.

Economic and Commercial Analysis Directorate

The directorate is responsible for developing and recommending strategies for maximizing the economic and commercial success of the fisheries and oceans sector; assessing the effectiveness of policies and programs in promoting economic, commercial and regional development related to the fisheries and ocean sectors; and conducting economic analyses of domestic and international economic developments affecting fisheries and oceans development. It also develops a framework for all economic and commercial analysis undertaken in the Department, whether in Ottawa or the regions; analyzes the effects of government decisions on commercial enterprises in the fisheries and oceans sector; and recommends policies for enhancing commercial viability. In addition, the directorate generates national fisheries statistics and co-ordinates regional fisheries statistics programs; develops policies and programs for the recreational fisheries; develops economic models to facilitate quantitive economic analysis and forecasting; and manages the Department's publication of economic and commercial studies.

Federal-Provincial Relations Division

The division is responsible for developing and maintaining a federal/provincial/territorial overview for the Department; and developing and maintaining a liaison and response capacity with the Federal-Provincial Relations Office and other central agencies on all federal/provincial issues affecting the fisheries and oceans sector. It also co-ordinates and manages the development of federal/provincial/territorial issues which cut across major services within the Department of Fisheries and Oceans; provides advice on constitutional matters affecting the Department's programs and policies; and identifies federal/provincial/territorial irritants and develops proposals for resolution.

Program Evaluation

The division is responsible for designing and developing annual and multi-year evaluation plans, and for implementing them as approved by senior management; and for undertaking specific evaluation studies, including recommendations to the deputy minister, associate deputy minister and other senior executives, for the discontinuation, modification or confirmation of policies and programs. It also develops frameworks for evaluation so that new policies and programs generate the data necessary for thorough evaluations; and undertakes special reviews and studies as required by the deputy minister/associate deputy minister.

Marketing and International Fisheries Service

The branch is responsible for the development and implementation of marketing and international policies for Canada's fishing industry. This involves the development and implementation of policies and programs for the increased sale and consumption of Canadian fish products; the overall direction of international marketing policies; the representation of Canadian and departmental interests in both bilateral and multilateral international negotiations; increasing the overall presence of the Canadian fisheries and related sectors in developing countries through a variety of international assistance programs; and increasing fish content in the food aid program.

The branch is comprised of four major areas of responsibility: marketing, international fisheries, inspection, and liaison with Crown corporations.

Marketing Directorate

This directorate is responsible for the development and implementation of marketing policies and programs to ensure that maximum economic and social benefits arise from the fisheries resource. It assists in the identification of new markets and in the development of existing markets; and supports and strengthens the fishing industry's capacity to market its products. This includes market assessment, forecasting, market development and promotion; and the provision of business systems to improve profitability. It analyzes supply and demand, and monitors domestic and international market conditions and developments. The directorate also assists in product and market development.

The directorate comprises various branches, including Marketing Intelligence and Industry Services, Promotions, and Market Development.

International Directorate

The directorate is responsible for directing and overseeing the implementation of bilateral fisheries treaties with 12 governments; bilateral relations with countries with which Canada does not have the usual treaties (e.g. the U.S.A., Mexico, Iceland and numerous others), and Canadian obligations as a member of international organizations; the *Coastal Fisheries Protection Act*, and the *Territorial Seas and Fishing Zones Act;* and general international policies such as those set out in the Atlantic Fisheries Task Force Report.

In performing these functions the directorate plans all international fisheries policies; co-ordinates with other parts of the Department and other governmental agencies; negotiates agreements with other countries; provides functional direction for the work by other parts of the Department; and provides direction for work done by other departments and government agencies to implement international obligations. The directorate also provides the focus for departmental involvement in the programs of multilateral organizations such as the Food and Agricultural Organization of the United Nations (FAO), the Organization for Economic Co-operation and Development (OECD), and the World Food Program.

The directorate is organized into three divisions: Pacific Rim; Atlantic; and Aid and Technical Assistance.

Fish Inspection Program

This program is responsible for providing assurance that fish and fish products in export, import and interprovincial trade do not present a health hazard, are of acceptable quality and are not fraudulently marketed. The program also provides the focus for departmental involvement in quality improvement initiatives, such as dockside and final product grading, designed to improve the consistency of fish quality, reduce wastage of the fishery resource and improve processing yields. It is a comprehensive program for inspection of fish and fish products, fish processing establishments, vessels and facilities used in handling and transporting fish, carried out nationally in all regions of the Department. All activity in this area is continuing and regulatory in nature. Efforts are concentrated on monitoring industry compliance with safety, quality, grade and identity standards for domestically produced and imported fish and fish products, and with processing standards for facilities involved in harvesting, transporting and processing of fish. Another important element of the program is the certification of products for export. Many foreign countries/buyers require evidence that Canadian fish products will meet foreign standards and buyer specifications.

Manuals

- Departmental Fish Inspection Manual
- Inspection Officers' Procedure Manual

- Chemical Methods (1986)
- Quality Improvement Program Procedural Manual
- Bacteriological Procedures Manual
- Fish Inspectors' Procedural Manual
- Metal Container Defect Identification and Classification Manual

Crown Corporations Liaison

This is a newly organized area. With respect to the Freshwater Fisheries Marketing Corporation, the Canadian Saltfish Corporation and the Fisheries Prices Support Board, its main responsibility is to provide services to these corporations through advice and interpretation of the requirements of their special Acts and the *Financial Administration Act*.

Ocean Science and Surveys Service

This service carries on two major operational activities — oceanography and hydrography. The objectives of the oceanographic activity include contributions to the management and development of renewable and non-renewable ocean resources. Another objective is to gain an understanding of the marine environment so as to establish programs and methods for its protection and restoration. These objectives are met through research programs in the areas of physical, chemical and biological oceanography. This knowledge forms the basis for ocean information services to meet the needs of national and international co-operation on the study and use of the ocean and its resources, and of participation in international initiatives to deal with marine pollution. The work involved in this activity is carried out in four regional centres and at headquarters in Ottawa. The Ottawa unit, the Marine Sciences and Information Directorate, has two operating branches: the Marine Environmental Data Service (MEDS) and the Scientific Information and Publications Branch. Both are involved in the collection, processing and distribution of ocean data and information. A third branch performs a national co-ordinating role for oceanography and is the primary contact in the field of international ocean science.

Canadian Hydrographic Service

The main objectives of the hydrographic activity are to carry out all necessary hydrographic surveys and to publish, maintain and distribute the navigational charts, sailing directions and tide tables needed to permit safe and efficient navigation in all Canadian navigable waters. These objectives are met by the programs of the Canadian Hydrographic Service, which reports to the assistant deputy minister through the Dominion Hydrographer. The work is carried out at four regional centres by means of a fleet of some 180 research and survey vessels and within a headquarters unit in Ottawa. Field surveys include the measurement of water depths with ship-mounted echo-sounders or by other, more sophisticated means where this is not possible. The service also gathers information on tides and currents (published as the annual "Canadian Tide and Current Tables"), publishes and distributes navigational and recreational charts, and carries out offshore natural resource surveys in collaboration with the Department of Energy, Mines and Resources.

The Policy and Program Co-ordination Branch in Ottawa acts as the national focus for strategic and operational planning in the Ocean Science and Surveys Services and as the national co-ordinative mechanism at the corporate level.

Bedford Institute of Oceanography — Dartmouth

This institute, founded in 1962 as Canada's first federal research centre devoted to the field of oceanography, houses the Atlantic Region of Ocean Science and Surveys which carries out research into various aspects of marine sciences on the Atlantic coast and in the eastern Arctic. This includes physical and chemical oceanography, marine ecology, ocean circulation, biology and the environment. Emphasis is placed on the effect of oil and gas exploitation and coastal activity on the marine ecosystem. In the area of physical oceanography, the focus is mainly on the continental shelf of eastern Canada. Ecological research into the long-term effects of commercial fisheries exploitation and ocean pollutants aims at providing a basis for better management of the fishery in the future. The region also carries out hydrographic surveys, tidal studies and works on the development of navigational aids and new survey equipment.

The institute incorporates a recently established office called the BIO Marine Advisory and Industrial Liaison (BIOMAIL), which acts as a point of entry for anyone seeking information on Canadian oceanography and related topics. BIOMAIL distributes and interprets oceanographic information and data to industry and government departments, and encourages the transfer of technology to Canadian industry, especially in Atlantic Canada. Units of several other government departments with an interest in the ocean are also located within the Bedford Institute.

Bayfield Laboratory for Marine Science and Surveys — Burlington

A full complement of hydrographic activities is carried out in the Great Lakes, in other navigable fresh waters in Ontario and the Prairie Provinces, and in marine waters of the Central Arctic. The main purposes of the programs are to support commercial shipping in the Great Lakes and the Arctic and to support offshore oil and gas exploration and exploitation in the Arctic.

Champlain Centre for Marine Science and Surveys — Québec City

This is the newest and smallest of the Ocean Science and Surveys regional centres. It is responsible primarily for oceanographic studies and hydrographic surveys in the St. Lawrence River and estuary and the northern half of the Gulf of St. Lawrence. A full range of oceanographic studies — physical, chemical and ecological — is carried out, though hydrography is limited to field surveys and studies of tides and currents.

Institute of Ocean Sciences — Sidney

This institution houses the Pacific Region of Ocean Science and Surveys, which is divided into two main areas — the hydrographic and oceanographic divisions. Work in the first division is carried out by the regional unit of the Canadian Hydrographic Service and includes the charting of waters off the coast of British Columbia and in the western Arctic (with recent emphasis on the Beaufort Sea). Surveys of tides and currents result in the publication and distribution of numerous maps and tables. Another specialized unit advises on "tsunamis" — powerful waves caused by underwater disturbances. The oceanographic division carries out research in the areas of physical and chemical oceanography and ocean ecology. Specific work includes research in the area of frozen seas, coastal and offshore waters, ocean mixing and remote sensing. There are also studies of carbon dioxide in the ocean, hydrocarbons, pesticides, trace elements and coastal pollution. In terms of ecology, the main focus is on the biological oceanography of coastal waters.

Manuals

- Pisces IV Manual
- Pisces IV Standard Operations Procedures
- Pacific General Ships' Orders
- Hydrographic Tidal Manual
- Survey Standing Orders
- Cartographic Standing Orders

Finance and Administration Service

The Finance and Administration Service has corporate responsibility for departmental systems of financial administration, planning co-ordination, administration informatics and internal audit, and is also responsible for the provision of management support services for the National Capital Region as well as the administration of the various fisherman's assistance programs. The service has national program responsibility for vessel acquisition and fleet management, and for the Department's major construction and energy conservation programs.

Eight directorates report to the assistant deputy minister (Finance and Administration Service).

Corporate Finance Directorate

The directorate provides financial advice and services to the departmental executive, program managers and regional finance officers, and assists in improving the Department's relations with central agencies. The Corporate Finance Directorate consists of three branches.

Financial Policy and Systems Development

This branch has a mandate to design and promulgate financial policies and systems, and to develop appropriate training material for the benefit of both financial staff and operational managers.

Financial Planning and Analysis and Advisory Support

This branch has corporate responsibility for financial planning and control.

Accounting Operations

The branch has corporate responsibility for controlling and reporting on the expenditures, revenues, assets and liabilities of the Department and the provision of functional advice and guidance regarding the accounting control and reporting functions. In addition, the branch is responsible for the direct provision of financial services to managers within the National Capital Region.

Management Practices and Planning Co-ordination Directorate

The directorate has responsibility for developing and implementing a departmental planning process; serving as a secretariat to senior management in the monitoring and control of planning activities; and developing and implementing a management improvement plan responding to Comptroller General and Auditor General criticisms. Both the planning and management improvement activities are managed through headquarters and regional staff co-ordinators. The branch is the focus for liaison with central agencies on issues relating to the policy and expenditure management system (PEMS).

Information Technology and Systems

This provides corporate leadership in the development and implementation of national informatics systems. The major objective of the directorate is to ensure that the Department is provided with well-designed, efficient and cost-effective integrated informatics systems to meet its defined and future operational, research, administrative and management information needs.

Administration

This directorate has the dual responsibility of establishing the Department's national administrative and asset management policies and controls, as well as for all operational requirements at headquarters for support services related to general administration.

Ship Branch

The director, Ship Branch, is the national program advisor to the Department on all ship-related matters. The principal activities of the branch are to acquire ships for the Department and to provide professional direction to operate the fleet safely, legally and efficiently. The branch co-ordinates the helicopter resources for the Department and also manages the Search and Rescue (SAR) resources and commitments.

Engineering and Architecture

The functions of this directorate are to manage the major construction program and the energy conservation program, and to provide competent and timely engineering and architectural advice to all departmental managers.

Internal Audit

This directorate advises on the efficiency, economy and effectiveness of internal management policies, practices and controls and identifies where improvements are needed.

Economics Programs

This directorate administers the *Fisheries Improvement Loans Act* Program, the Fishing Vessel Insurance Plan, and the Fishing Vessel Assistance Program. Under the first of these, conventional lending institutions provide loans at preferred rates to fishermen for fisheries improvement purposes. A proportion of the principal and interest payments are guaranteed by the federal government. Under the Fishing Vessel Insurance Plan, fishermen may insure their vessels and protect themselves against unforeseeable capital loss. The last program provides assistance to fishermen replacing old vessels to ensure that new vessels are well designed, well built, safe and durable.

Small-Craft Harbours Directorate

This program provides for the acquisition, development, maintenance and management of approximately 2,300 harbours serving the needs of both commercial fishing and recreational boating throughout Canada. Program implementation is carried out through regional offices located in St. John's, Halifax, Québec City, Moncton, Burlington, Winnipeg and Vancouver. It works closely with the Department of Public Works, which is responsible for design, construction, maintenance, and property service. The directorate's role is to ensure that any harbour development or upgrading harmonizes with the needs of the fishing industry, both now and in the future. The Marine Policy Assistance and Tourist Wharf programs provide assistance for recreational facilities such as launching ramps and wharves.

Small-Craft Harbours

This branch is responsible for the development, maintenance, upgrading and administration of scheduled small craft harbours and harbour facilities in support of the commercial fishery, sports fishery, and recreational boating.

Manuals

- Fishing and Recreational Harbours Administrative Instructions
- Harbour Managers' Manual

Ship Operations Branch

This branch is responsible for the management of the departmental fleet, which is vital to the carrying out of various departmental programs. Responsibilities of the fleet include fisheries surveillance and protection, marine and oceanographic surveys, fisheries research and hydrographic surveys, and search and rescue duties. To perform these functions, the branch operates a fleet of more than 600 vessels of all sizes, including ocean-going fisheries patrol vessels, oceanographic research and hydrographic craft, mini-submarine and mothership, and many small launches for patrolling coastal marine waters and inland lakes and rivers. The branch is also responsible for the purchase, construction, operation and maintenance of this fleet, as well as research into ship management operations.

Manuals:

- Guide for Diving Safety

CANADIAN SALTFISH CORPORATION

Background

For a number of years during the post-war period the saltfish industry was in decline due to the shift away from curing codfish to filleting and freezing, and the disintegration of the traditional family enterprise in Newfoundland. Lately the depletion of the Northern cod stocks has resulted in the private export trade losing ground in foreign markets and becoming progressively dependent on support from government. In recent years approximately 60 per cent of the total annual production of cured salt fish in Canada has been marketed by the Canadian Saltfish Corporation.

The *Saltfish Act*, 1970, gives the Corporation a monopoly on the inter-provincial and export trade in cured salt fish (bulk and dried) produced in the province of Newfoundland and Labrador and on the lower north shore of the province of Québec. The corporation is listed in Schedule C, Part I, of the *Financial Administration Act*.

Laws and Regulations

- Saltfish Act, 1970

Overall Responsibilities

The basic objective of the Corporation is to maximize returns from the saltfish trade through central desk selling. A secondary objective is to rationalize production.

Organization

The *Saltfish Act* provides for a board of directors composed of a chairman, president, one director from each participating province, as well as five other directors. Each is appointed by the Governor-in-Council to hold office for a period not exceeding five years. Provincial directors are recommended by the Lieutenant Governor of the province concerned.

Saltfish processing companies in the region of the Corporation's mandate become its agents for the purchase, handling and preparation of production. The corporation has 33 full-time and 20 part-time employees as well as 12 agents who employ approximately 300 people. In addition, these agents employ 35 to 40 sub-agents who provide employment for an additional 400 to 500 people on a seasonal basis.

Sales for 1983/84 totalled $37 million. Fixed assets of the Corporation as of March 1, 1984, totalled $1.2 million.

Currently, the context in which the Corporation operates is undergoing a significant change. Its role as price-setter in the primary fish market has been reduced and may eventually be eliminated with the advance of unionization of fishermen. However, the Corporation continues to play a significant role in the fishing industry, and is still a major factor in the ultimate returns to producers of cured fish. Of particular relevance to its original purpose is representation in the marketplace, since more and more countries are establishing government import agencies or buying-groups and allocating restricted import licences. Returns to the fishermen have continued to improve, bringing benefits to both processors and primary producers. The Corporation looks forward to the challenges of the next two or three years with cautious optimism.

FRESHWATER FISH MARKETING CORPORATION

Background

On enactment of the *Freshwater Fish Marketing Act*, existing private companies became agents of the Corporation. Many withdrew from the business, however, and complementary facilities for the assembling and warehousing functions were eventually established by the Corporation. It now disposes of virtually all freshwater fish produced outside the Great Lakes — about 50 per cent of the total Canadian production.

The *Freshwater Fish Marketing Act*, 1969, gives the Corporation a monopoly on the inter-provincial and export trade in designated products of the freshwater fisheries supplied from the Northwest Territories, the three prairie provinces and part of northern Ontario. The Corporation has wide powers to purchase, process, store and ship fishery products; to acquire, hold and dispose of property; to establish branches and employ agents; enter into agreements; and to borrow, lend and invest money. The corporation is listed in Schedule C, Part I, of the *Financial Administration Act*.

Laws and Regulations

- Freshwater Fish Marketing Act, 1969

Overall Responsibilities

The objective of the Corporation is to unify the trade in freshwater fishery products in response to economic distress among primary producers caused by fragmentation of assembling, processing and exporting operations. Some 20 companies had previously been involved, as compared with three major U.S. importers where 90 per cent of the production was sold. The Corporation has responsibility for the orderly marketing of fish, the promotion of inter-provincial and export trade, and an increase in returns to fishermen.

Organization

The board of directors consists of 11 members: chairman, president, one member from each participating province and four members appointed by the federal government. An advisory committee composed of 15 fishermen also exists.

The Corporation has a main plant at Transcona and processing plants at Hay River, The Pas, Edmonton and La Ronge. It employs 80 management staff and 125 plant personnel, increasing to 450 during peak seasons. In the fiscal year ending April 30, 1983 sales amounted to $44.6 million. As of April 30, 1984 fixed assets totalled $6.3 million.

Rationalization of the collecting and processing phases and centralization of marketing operations have succeeded in maximizing both returns from the market and prices to fishermen. The persistence of inadequate returns from fishing has, however, led to some disillusionment with the Corporation as an agency of fishery development. As a result, strong representations from some provincial ministers were made to the Minister of Fisheries and Oceans. In December 1979, the ministers with responsibilities for fisheries in the provinces of Ontario, Manitoba, Saskatchewan, Alberta and the

Northwest Territories met with the Minister to discuss and review the future role of the Corporation. While ministers indicated their agreement in principle with the concept of the Freshwater Fish Marketing Corporation, they directed that various options be analyzed by a federal-provincial committee of officials. The committee submitted its report on September 3, 1980. The general conclusion of the report is that the inland fishing industry, particularly the fishermen themselves, are in a better overall condition with the Freshwater Fish Marketing Corporation than without it.

Classes of Records

DFO/AFS-005
Fisheries Development
Description: Provision of services and developmental programs for fishermen and the fishing industry. *Topics:* Gear development; vessel development; exploratory fishing; processing improvement; quality improvement infrastructure.

DFO/AFS-010
Fisheries Research
Description: Acquisition of the knowledge base and provision of scientific advice relative to the management and development of fisheries and fish habitat. *Topics:* Resource assessment; aquaculture and resource development; habitat assessment and development; and the many scientific disciplines included in research related to the above topics.

DFO/AFS-015
Fisheries Operations
Description: Management, conservation and protection of the fisheries, including their habitat resource rehabilitation and inspection. *Topics:* Resource management; offshore surveillance and enforcement; inshore surveillance and enforcement; inland surveillance and enforcement; allocation and regulations development; licensing; inspection. *Retrievability:* Records are arranged numerically by subject. *Storage Media:* Records in paper, microfiche and EDP format.

DFO/PFF-020
Habitat Assessment and Related Research
Description: Research in support of departmental management and protection of fish and fish habitat. *Topics:* Aquatic impact assessment — altered stream flows, reservoir construction; stream obstructions, forest harvesting, alteration of foreshore, dredging and dumping, tidal barriers; toxicology and pollution — acid rain, forest spraying, pesticides, heavy metals, radionuclides, industrial chemicals and industrial, municipal, agricultural and other effluents.

DFO/PFF-025
Habitat Management
Description: Information on the enforcement of regulations under the *Fisheries Act* and activities related to habitat management, protection enforcement, restoration and development. *Topics:* Habitat protection and operations; habitat planning; habitat restoration and development; resource rehabilitation and enhancement.

DFO/PFF-030
Fisheries Operations
Description: Management conservation and protection of the fisheries, including habitat resource rehabilitation and inspection. *Topics:* Resource management; offshore surveillance and enforcement; inshore surveillance and enforcement; inland surveillance and enforcement; allocation and regulations development; licensing; inspection; native affairs — food fisheries; land claims and agreements; employment; band by-laws.

DFO/PFF-035
Salmonid Enhancement Program (SEP)
Description: Information on the salmonids in the Pacific region, excluding associated research. *Topics:* Reconnaissance and feasibility; public involvement; design; construction; facility maintenance; facility operations; community development; assessment, evaluation and management; studies. *Storage Media:* Micrographics and EDP format.

DFO/PPP-040
Strategic Policy and Planning
Description: Information on departmental and government-wide priorities, directions and initiatives; information on native policies, programs and issues. *Topics:* Departmental priorities and strategies; native issues and programs; land claims.

DFO/PPP-045
Economic and Commercial Analysis
Description: Information on policies, programs and activities in the areas of socioeconomic research and analysis. *Topics:* Socioeconomic research and policy; statistics; bank of information relating to Survey of Atlantic Fisheries, 1984.

DFO/PPP-050
Program Evaluation
Description: This class covers information relating to program evaluation policies, mandate, objectives, and guidelines. It also covers individual program evaluations conducted by the branch. *Topics:* Subjects covered include departmental programs which have been reviewed. A five-year program evaluation plan is prepared and updated regularly. Some surveys of clients of federal fisheries and ocean science programs have been conducted and are included as banks of information. *Storage Media:* Computer and paper files.

DFO/PPP-055
Federal-Provincial Relations
Description: Information on federal-provincial-territorial consultations and deliberations and on strategies and negotiations adopted by the Department relating to the conduct of federal-provincial-territorial affairs. Briefing notes, correspondence and documentation on federal-provincial policies/programs and major irritants and issues. *Topics:* Economic and regional development agreements; frameworks for federal-provincial consultation and liaison; federal-provincial-territorial economic and constitutional irritants and issues.

DFO/MIF-060
Marketing
Description: Development and implementation of marketing policies, strategies and programs to improve the marketing of Canadian fish and fishery products consistent with the resource's potential harvesting and processing capabilities, and worldwide marketing opportunities. *Topics:* Marketing research, analysis forecasts and species marketing plans; market development and promotion.

DFO/MIF-065
International Relations
Description: Development and implementation of policy and provision of expertise on matters involving international fisheries and fisheries trade relations. *Topics:* International relations; international trade and development. *Retrievability:* Files arranged numerically by subject. *Storage Media:* Micrographics and EDP format.

DFO/MIF-070
Fish Inspection
Description: Inspection of fish products in export, import and interprovincial trade for safety, quality, and fairness of marketing. *Topics:* Product inspection and certification for export; monitoring of industry processing and grading practices; inspection of fish

harvesting, handling, transportation, storage and processing facilities; introduction of quality improvement initiatives; development and testing of grade standards; development and enforcement of regulations. *Retrievability:* Records are arranged numerically by subject. *Storage Media:* Records in paper, micrographics and EDP format.

DFO/OSS-075

Oceanography

Description: Studies which support the management of renewable and non-renewable marine resources. *Topics:* Physical oceanography; chemical oceanography; marine ecology; freshwater ecology; ocean dumping; university subventions; ocean engineering and technology transfer. *Storage Media:* EDP format and data files.

DFO/OSS-080

Hydrography

Description: Bathymetric data, navigational charts and other information on Canada's navigable waters and geophysical-hydrographic surveys. *Topics:* Navigation charts — surveys, production; tides, currents and water levels; sailing directions; ocean mapping; navigation. *Storage Media:* Micrographics and EDP format.

DFO/OSS-085

Ships

Description: Information on the management, operation and charter of major vessels for oceanography and hydrographic research. *Topics:* Oceanography; hydrography; support to fisheries management; search and rescue; support to other federal departments; support to Canadian universities. *Storage Media:* Micrographics and EDP format.

DFO/FAA-090

Ship Operations

Description: Information on the design, construction, purchase and operation of the departmental fleet. *Topics:* Ship acquisition; berthing and wharfage; certificates, licences, acceptance papers; collisions, groundings, mishaps; navigation; surveillance and enforcement; repairs, refit, maintenance; construction. *Storage Media:* Micrographics and EDP format.

DFO/FAA-095

Economic Programs

Description: Information on programs in the areas of fishing vessel insurance, fishing vessel construction, subsidies and loans. *Topics:* Fishing Vessel Insurance Plan; Fishing Vessel Assistance Program; *Fishermen's Improvement Loan Act.*

DFO/SCH-100
Small-Craft Harbours
Description: Information on development, construction, maintenance and operation of small-craft harbours and facilities. *Topics:* Harbour management and property administration; commercial fishing harbours; recreational harbours. *Retrievability:* Files in headquarters and regional offices arranged alphabetically by name of harbour.

DFO/CSC-105
Fishermen's Assistance Programs
Description: Case files on fish grade, fish size and catch value (weight and dollars).

DFO/FFM-110
Fishing Statistics
Description: Case files on fish species; fish grade; fish size; catch value (weight).

DFO/FAA-903
Administrative and Management Services
Description: See Standard Classes of Records.

DFO/FAA-905
Buildings and Properties
Description: See Standard Classes of Records.

DFO/FAA-909
Equipment and Supplies
Description: See Standard Classes of Records.

DFO/FAA-911
Office Appliances
Description: See Standard Classes of Records.

DFO/FAA-912
Procurement
Description: See Standard Classes of Records.

DFO/FAA-913
Vehicles
Description: See Standard Classes of Records.

DFO/FAA-914
Finance
Description: See Standard Classes of Records.

DFO/FAA-915
Accounts and Accounting
Description: See Standard Classes of Records.

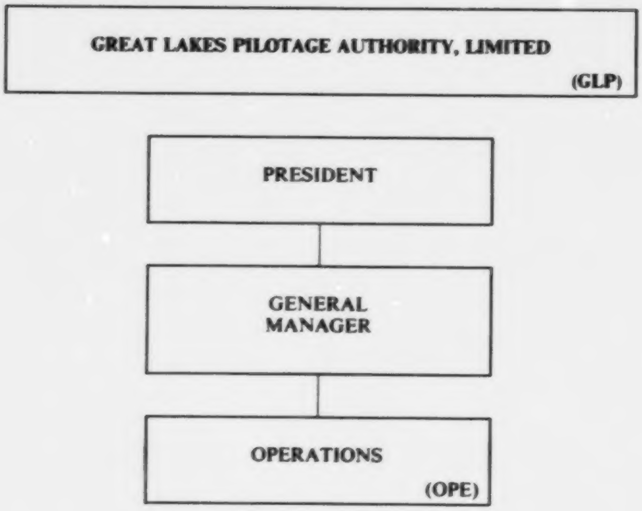
DFO/FAA-916
Audits
Description: See Standard Classes of Records.

DFO/FAA-917
Budgets
Description: See Standard Classes of Records.

GREAT LAKES PILOTAGE AUTHORITY, LIMITED

Chapter 48

GREAT LAKES PILOTAGE AUTHORITY, LIMITED


GREAT LAKES PILOTAGE AUTHORITY, LIMITED
(GLP)
PRESIDENT
GENERAL MANAGER
OPERATIONS
(OPE)

005 Pilotage Services
010 Tariffs

MANAGER OF FINANCE AND
ADMINISTRATION
GREAT LAKES PILOTAGE
AUTHORITY, LIMITED
4th FLOOR
132 SECOND STREET EAST
P.O. BOX 95
CORNWALL, ONTARIO
K6H 5R9

GREAT LAKES PILOTAGE AUTHORITY, LIMITED

Background

As a result of recommendations made by the Royal Commission on Pilotage in Canada, the *Pilotage Act* was assented to by Her Majesty and the Governor-in-Council and proclaimed on February 1, 1972. The Act created four pilotage regions with specific authorities, thereby replacing a large number of local pilotage districts. The four Pilotage Authorities — Atlantic, Laurentian, Great Lakes and Pacific — are Crown corporations, responsible to Parliament through the Minister of Transport.

The Great Lakes Pilotage Authority, Limited was incorporated by Letters Patent on May 17, 1972 as a subsidiary of the St. Lawrence Seaway Authority and as a Schedule C Part I Crown corporation within the meaning and purpose of the *Financial Administration Act*.

Laws and Regulations

The Great Lakes Pilotage Authority, Limited is governed by the following Acts.

- Canada Shipping Act
- Pilotage Act
- General Pilotage Regulations
- Great Lakes Pilotage Regulations
- Authority By-Laws
- Memorandum of Arrangements between the Minister of Transport, Canada and the Secretary of Transportation, U.S.A.

Overall Responsibilities

The role of the Authority is to establish, operate, maintain and administer, in the interest of safety, an efficient and economical pilotage service within its geographical boundaries — all waters in the Province of Québec south of the northern entrance to the St. Lambert Lock and all Canadian waters in and around the Province of Ontario and Manitoba. Pilotage in international waters within these boundaries are shared with U.S.A. Pilot Corporations which are under direction of the United States Coast Guard, as agreed under a Memorandum of Arrangements between Canada and the United States. As a further goal, the Authority prescribes tariffs of pilotage charges that are to be fair, reasonable and consistent with providing sufficient revenues to permit the Authority to operate on a self-sustaining financial basis.

Organization

The Great Lakes Pilotage Authority, Limited consists of a chairman, vice chairman and five members appointed by the Governor-in-Council. The Authority's head office is located Ontario. The Eastern District operations office is located at headquarters in Cornwall, and the Western District operations office in St. Catharines, Ontario. All management services, administrative, personnel, financial contracts and purchasing are provided by the Cornwall office.

Access Procedures

Formal requests under the *Access to Information Act* should be addressed to

Manager of Finance and Administration
Great Lakes Pilotage Authority, Limited
132 Second Street East, 4th Floor
P.O. Box 95
Cornwall, Ontario
K6H 5R9
Telephone: (613) 933-2995

Administration Branch

The function of this branch is to provide administrative and financial services as required to operate within accepted corporate business procedures.

Manuals

- Accounting Procedures
- Administrative Directives
- Pilotage Tariffs

Operations Branch

The function of this branch is to provide pilotage service by assignment and to dispatch qualified pilots to ships navigating within the boundaries of the Great Lakes Pilotage Authority, Limited.

Manuals

- Collective Agreements
- Working Rules
- Pilot Licence Register
- Service Contracts
- Dispatching Procedures

Classes of Records

GLP/OPE-005
Pilotage Services
Description: Information on provision of pilotage services within the Great Lakes region. *Topics:* Dispatching records; pilotage licences; tariff charges; assignments of pilots to vessels; collective agreements; international shipping affairs.

GLP/OPE-010
Tariffs
Description: Information on setting of tariffs for the provision of pilotage services; also conduct and results of negotiations on setting of tariffs in various districts throughout the region as well as results of Canadian Transport Commission hearings.

IMMIGRATION APPEAL BOARD

Chapter 49

IMMIGRATION APPEAL BOARD

IMMIGRATION APPEAL BOARD
(IAB)

OPERATIONS
(OPS)

005 Case Files
010 Immigration Appeal Board Index
015 Conduct of Hearings
020 Judicial Information

ADMINISTRATION
(ADM)

903 Administrative and Management Services
905 Building and Properties
906 Buildings
909 Equipment and Supplies
911 Office Appliances
912 Procurement
914 Finance
915 Accounts and Accounting
916 Audits
917 Budgets
918 Personnel
919 Classification of Positions
920 Human Resources
921 Human Resources
923 Official Languages
924 Pensions and Insurance
925 Salaries and Wages
926 Staff Relations
927 Training and Development

ACCESS TO INFORMATION
CO-ORDINATOR
IMMIGRATION APPEAL BOARD
116 LISGAR STREET, 3rd FLOOR
OTTAWA, ONTARIO
K1A 0K1

IMMIGRATION APPEAL BOARD

Background

The Immigration Appeal Board is an independent court established under the *Immigration Act*, 1976 to hear appeals made under the Act and to consider the redetermination of claims to refugee status which have been refused by the Minister of Employment and Immigration.

Laws and Regulations

- Immigration Act, 1976
- Immigration Regulations, 1978
- Immigration Appeal Board Rules (Appellate), 1981
- Immigration Appeal Board Rules (Convention Refugee), 1981

Overall Responsibilities

The Board is a court of record. Appeals, application for redeterminations and related proceedings are heard in open court; the record of any proceedings is public information and available from the registrar on request, except where, at the request of one of the parties to an action, the Board at its discretion directs that the proceedings be held *in camera*. In making its decisions the Board is bound by the legislation and the whole of Canadian immigration jurisprudence, relevant decisions and interpretations of higher courts. Its proceedings are governed by rules of procedure and it has the powers, rights and privileges of a superior court of record.

The Minister of Employment and Immigration is a party to all proceedings before the Board.

Appellate

The Board hears appeals made by:

- permanent residents of Canada or Convention refugees who have been ordered deported;
- persons holding a valid visa who are refused entry into Canada;
- the Minister of Employment and Immigration when the Minister is not satisfied with a decision of an adjudicator which allows a person to remain in or enter Canada; and
- Canadian citizens who have sponsored an application for landing in Canada by a member of the family class which has been refused.

Convention Refugees

Persons who have made a claim to be a Convention refugee within the meaning of the *Immigration Act*, 1976, and whose claim has been refused by the Minister of Employment and Immigration may apply to the Board for a redetermination of that claim.

Organization

Under the *Immigration Act*, the Board consists of not fewer than seven and not more than eighteen members who are appointed by the Governor in Council. The present Board consists of the chairman, five vice-chairmen and twelve other members. A quorum of the Board may not be fewer than three members.

Headquartered in Ottawa, the Board has permanent offices in Ottawa (National Capital Region), Montréal (Québec and the Maritimes), Toronto (Ontario) and Vancouver (British Columbia and the Yukon). A permanent registry office is maintained in Winnipeg to serve the Prairies and western Canada. The Board goes to other cities in Canada as the volume of cases warrants. It is supported by an Operations Branch (Secretariat), Finance, Administration and Personnel Branch, and four regional offices.

Publications

- Annual Report — at the close of each calendar year, the chairman reports on the work of the Board to the Minister of Employment and Immigration who tables the report in Parliament within 30 days of the beginning of the fiscal year.
- Information Notice — in acknowledging receipt of an appeal or application, the Board includes an information notice which describes in some detail the nature of the proceedings before the Board.
- Decisions and Reasons for Judgement — notes on decisions of the Immigration Appeal Board are published monthly in the Canadian Law Information Council (CLIC) publication.

Key Contacts

General enquiries should be directed to

National Capital Region, Québec and the Maritimes

Registrar
Immigration Appeal Board
Guy Favreau Complex
200 Dorchester Blvd. West
East Tower, 1st Floor
Montréal, Québec
H2Z 1X4

Ontario

Registrar
Immigration Appeal Board
1235 Bay Street, 6th Floor
Toronto, Ontario
M5R 3K4

Prairies and Western Canada

Registrar
Immigration Appeal Board
300-303 Main Street
Winnipeg, Manitoba
R3C 3G7

British Columbia and the Yukon

Registrar
Immigration Appeal Board
Suite 1600
800 Burrard Street
Vancouver, British Columbia
V6Z 2J9

Access Procedures

All formal requests under the *Access to Information Act* should be directed to

Access to Information Co-ordinator
Immigration Appeal Board
116 Lisgar Street, 3rd Floor
Ottawa, Ontario
K1A 0K1
Telephone: (613) 995-6486

Operations Branch

This branch operates as a secretariat to support the Board and is responsible for the planning, co-ordination and direction of the Immigration Appeal Board activities at head office and in the regions. It provides legal advice, research services to the Board and responds to enquiries.

Administration Branch

This branch provides managerial advice, and financial, administrative and personnel support to the Immigration Appeal Board.

IMMIGRATION APPEAL BOARD

Manuals

- Procedures and Directives Relating to the Procedures within the Immigration Appeal Board

Regional Offices

The functions of the regional offices include the maintenance of the Immigration Appeal Board Regional Registry, the administration of the court and the delivery of judgements and orders.

Manuals

- Instructions and Directives on Procedures within the Regional Offices

Classes of Records

IAB/OPS-005
Case Files
Description: The record of all appeals and applications made to the Board. This class contains the complete information, evidence, exhibits, arguments and submissions upon which the Board makes its decision.

IAB/OPS-010
Immigration Appeal Board Index
Description: Information on the jurisprudence of the Board. *Topics:* Precedents and significant decisions of Immigration Appeal Board, Federal Court, Supreme Court. *Storage Medium:* Cardex. *Special Access Note:* Cardex is available in regional libraries.

IAB/OPS-015
Conduct of Hearings
Description: Information on the conduct of hearings before the Immigration Appeal Board – appeals, applications for redetermination and related matters. *Topics:* Practices and procedures for court administration; practices and procedures for court reporters and interpreters; judgements and orders; detained persons; reasons; transcripts.

IAB/OPS-020
Judicial Information
Description: Information on the application of related legislation, interpretations and decisions of other courts, legal processes and rules of procedure. *Topics:* Acts; orders and regulations; enquiry proceedings; administrative law organizations; interpretations and decisions of the Federal and the Supreme Court.

IAB/ADM-903
Administrative and Management Services
Description: See standard classes of records.

IAB/ADM-905
Buildings and Properties
Description: See standard classes of records.

IAB/ADM-906
Buildings
Description: See standard classes of records.

IAB/ADM-909
Equipment and Supplies
Description: See standard classes of records.

IAB/ADM-911
Office Appliances
Description: See standard classes of records.

IAB/ADM-912
Procurement
Description: See standard classes of records.

IAB/ADM-914
Finance
Description: See standard classes of records.

IAB/ADM-915
Accounts and Accounting
Description: See standard classes of records.

IAB/ADM-916
Audits
Description: See standard classes of records.

IAB/ADM-917
Budgets
Description: See standard classes of records.

IAB/ADM-918
Personnel
Description: See standard classes of records.

IAB/ADM-919
Classification of Positions
Description: See standard classes of records.

IAB/ADM-920
Employment and Staffing
Description: See standard classes of records.

IAB/ADM-921
Human Resources
Description: See standard classes of records.

IAB/ADM-923
Official Languages
Description: See standard classes of records.

IAB/ADM-924
Pensions and Insurance
Description: See standard classes of records.

IAB/ADM-925
Salaries and Wages
Description: See standard classes of records.

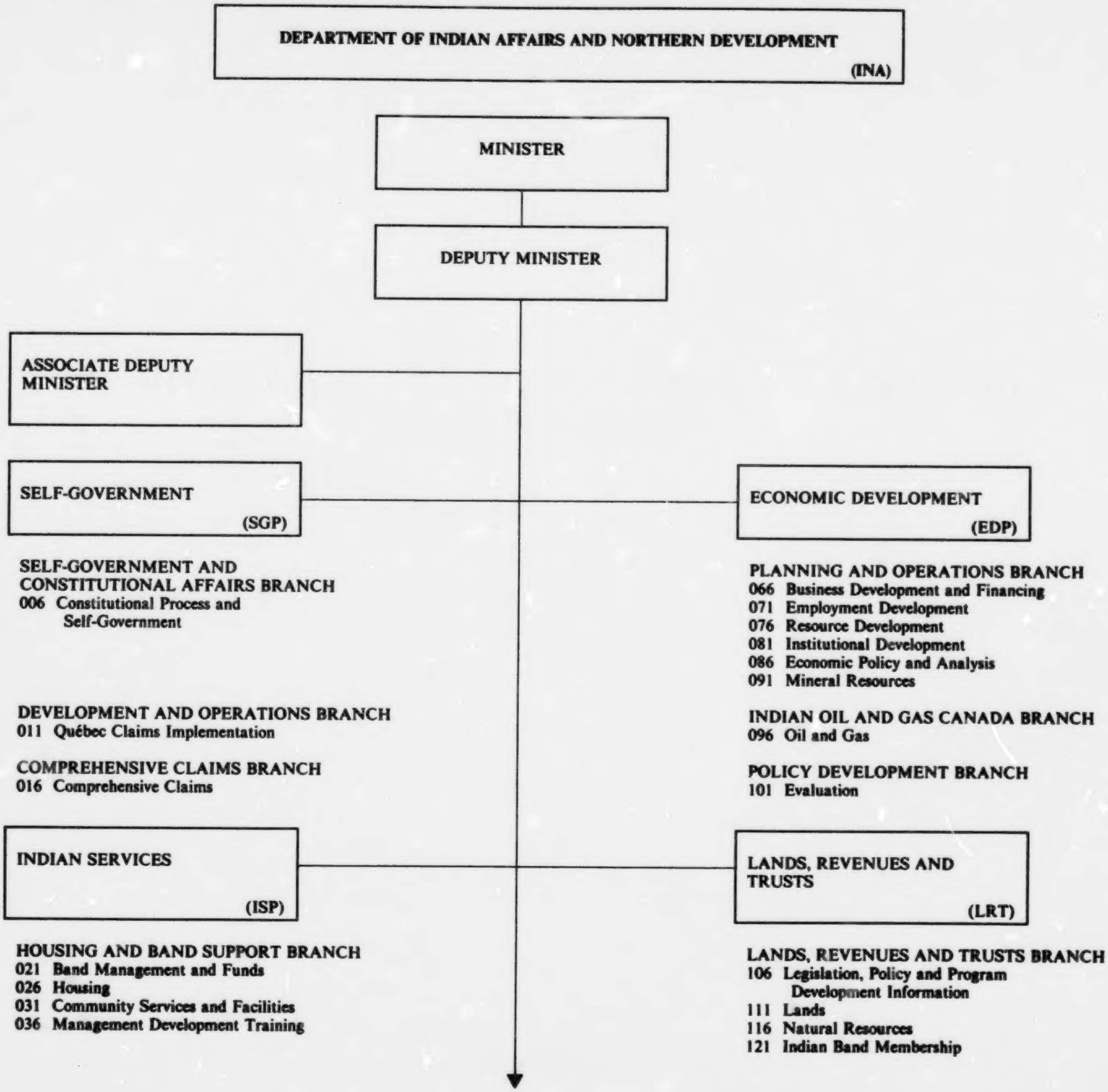
Staff Relations
Description: See standard classes of records.

IAB/ADM-927
Training and Development
Description: See standard classes of records.

DEPARTMENT OF INDIAN AFFAIRS AND NORTHERN DEVELOPMENT

Chapter 50

DEPARTMENT OF INDIAN AFFAIRS AND NORTHERN DEVELOPMENT



DEPARTMENT OF INDIAN AFFAIRS AND NORTHERN DEVELOPMENT (INA)

MINISTER

DEPUTY MINISTER

ASSOCIATE DEPUTY MINISTER

SELF-GOVERNMENT (SGP)

SELF-GOVERNMENT AND CONSTITUTIONAL AFFAIRS BRANCH
- 006 Constitutional Process and Self-Government

DEVELOPMENT AND OPERATIONS BRANCH
- 011 Québec Claims Implementation

COMPREHENSIVE CLAIMS BRANCH
- 016 Comprehensive Claims

ECONOMIC DEVELOPMENT (EDP)

PLANNING AND OPERATIONS BRANCH
- 066 Business Development and Financing
- 071 Employment Development
- 076 Resource Development
- 081 Institutional Development
- 086 Economic Policy and Analysis
- 091 Mineral Resources

INDIAN OIL AND GAS CANADA BRANCH
- 096 Oil and Gas

POLICY DEVELOPMENT BRANCH
- 101 Evaluation

INDIAN SERVICES (ISP)

HOUSING AND BAND SUPPORT BRANCH
- 021 Band Management and Funds
- 026 Housing
- 031 Community Services and Facilities
- 036 Management Development Training

LANDS, REVENUES AND TRUSTS (LRT)

LANDS, REVENUES AND TRUSTS BRANCH
- 106 Legislation, Policy and Program Development Information
- 111 Lands
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- 121 Indian Band Membership

DEPARTMENT OF INDIAN AFFAIRS AND NORTHERN DEVELOPMENT

EDUCATION BRANCH
041 Education

SOCIAL DEVELOPMENT BRANCH
046 Social Development

PROGRAM PLANNING BRANCH
051 Statistical and Reference Manual
056 Regional Desk Books/Band Fact Sheets
061 Program Planning

POLICY BRANCH
126 Policy Coordination and Band Government

INDIAN ENVIRONMENTAL PROTECTI BRANCH
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SPECIFIC CLAIMS BRANCH
141 Specific Claims

ASSOCIATE DEPUTY MINISTER (NORTH)

NORTHERN AFFAIRS PROGRAM (NAP)

ADMINISTRATION (ADM)

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156 Advisory Committee on Northern Development
161 Territorial Government Administration
166 Federal-Territorial Agreements and Arrangements
171 Cultures and Customs
176 Health and Social Services
181 Education
186 Justice and Law Enforcement
191 International Affairs and Relations
196 Cultural Grants
201 Pipelines
206 Tankers
211 Scientific Training Grants
216 Northern Laboratories
221 Oil and Gas - Transportation - Pipelines - Norman Wells
226 Western Arctic Claims Implementation

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OFFICE OF THE DEPARTMENTAL
ACCESS AND PRIVACY
CO-ORDINATOR
INDIAN AND NORTHERN
AFFAIRS CANADA
OTTAWA, ONTARIO
K1A 0H4

DEPARTMENT OF INDIAN AFFAIRS AND NORTHERN DEVELOPMENT

Background

The Department of Indian Affairs and Northern Development (DIAND) is essentially people-oriented. Its major efforts are directed towards Indians and Inuit and to all who live in the vast and sparsely settled area north of the 60th parallel. At the same time, a long-term policy of decentralization means programs are being handled increasingly by these people themselves.

The Department was established under Section 15 of the *Government Organization Act*, 1966, now the *Department of Indian Affairs and Northern Development Act* (RSC 1970 c. 1-7, as amended). The Department is, in effect, an amalgamation of the responsibilities of the then Department of Northern Affairs and Natural Resources and the then Department of Citizenship and Immigration pertaining to Indian people in Canada.

The *Department of Indian Affairs and Northern Development Act* describes the duties, powers and functions of the Minister of Indian Affairs and Northern Development as extending to and including all matters over which the Parliament of Canada has jurisdiction, not by law assigned to any other department, branch or agency of the Government of Canada, relating to Indian Affairs, the Northwest Territories and the Yukon Territory and their resources and affairs and Eskimo affairs.

Laws and Regulations

The federal government's legislative responsibilities for Indian people and Inuit derive from Section 91(24) of the *Constitution Act* (1867) which gives the federal government the exclusive authority to pass laws relating to "Indians, and lands reserved for Indians". On the basis of this authority, the *Indian Act* — which remains the major expression of federal jurisdiction in this area — was passed and a series of treaties were concluded between Canada and various Indian bands across the country. Federal jurisdiction for Indian people under the *B.N.A. Act* was subsequently (in 1939) interpreted by the courts to apply to Inuit as well. In whole or in part, the Department administers the following statutes and regulations:

Laws and Regulations

- Artic Waters Pollution Prevention Act
- British Columbia Indian Cut-Off Lands Settlement Act
- British Columbia Indian Lands Settlement Act
- British Columbia Indian Reserves Mineral Act
- Canada Land Surveys Act, Part III
- Cree-Naskapi (of Québec) Act
- Department of Indian Affairs and Northern Development Act
- Dominion Water Power Act
- Fort Nelson Indian Reserve Minerals Revenue Sharing Act
- Indian Act
- Indian Oil and Gas Act
- James Bay and Northern Québec Native Claims Settlement Act
- Lac Seul Conservation Act
- Lake of the Woods Control Board Act
- Land Titles Act
- New Brunswick Indian Reserves Agreement Act
- Northern Canada Power Comission Act
- Northwest Territories Act
- Northern Inland Waters Act
- Northern Pipeline Act
- Northwest Territories Act
- Nova Scotia Indian Reserves Agreement Act
- St. Peters Indian Reserve Act
- St. Regis Indian Reservation Act
- Songhees Indian Reserve Act
- Territorial Lands Act
- Territorial Timber Regulations
- Western Artic (Inuvialuit) Claims Settlement Act
- Yukon Act
- Yukon Placer Mining Act
- Yukon Quartz Mining Act
- The Oil and Gas Production and Conservation Act
- Indian (Soldier Settlement) Act

Overall Responsibilities

The Department is responsible for promoting the interests of Canada's Indian and Inuit peoples, ensuring that lawful obligations to them are met, and settling outstanding claims related to their traditional use and occupancy of lands. It is also responsible for encouraging the orderly economic and political development of the Yukon and the Northwest Territories. Increasingly, though, the Department is devolving its powers and responsibilities to the native peoples and territorial governments directly concerned.

Organization

The Department is divided into six program areas: Self-Government takes practical steps to shift decision-making to Indian communities; Economic Development promotes and assists Indian business enterprise, removing barriers to employment and investment; Indian Services provides housing, education and social services tailored to local needs; Lands, Revenues and Trusts manages Indian lands and moneys, and settles specific land claims; Northern Affairs is responsible for northern development, settling comnprehensive claims in the North, and the activities of the Department's regional directors general in the Yukon and the Northwest Territories; Finance and Professional Services include personnel management, legal services, communications and other support services.

Key Contacts

Those requesting information are encouraged to use the following channels of the Department. In some cases, if the information cannot be obtained informally, a formal request under the *Access to Information Act* will be required.

General departmental information is provided by the Departmental Secretariat and the Communications Branch, including its Public Enquiries and Response Division at headquarters. The Public Enquiries and Response Division publishes ***In Print***, a list of publications, which is available on request. Contact may be made in person, by telephone or in writing at one of the following addresses:

Postal Address

Communications Branch
Indian and Northern Affairs Canada
Ottawa, Ontario
K1A 0H4

Location

Communications Branch
21st Floor, North Tower
Les Terrasses de la Chaudière
10 Wellington Street
Hull, Québec
Telephone: (819) 997-9885

DEPARTMENT OF INDIAN AFFAIRS AND NORTHERN DEVELOPMENT

Postal Address

Departmental Secretariat
Indian and Northern Affairs Canada
Ottawa, Ontario
K1A 0H4

Location

Departmental Secretariat
19th Floor, North Tower
Les Terrasses de la Chaudière
10 Wellington Street
Hull, Québec
Telephone: (819) 994-1204

Postal Address

Public Enquiries and Response Division
Indian and Northern Affairs Canada
Ottawa, Ontario
K1A 0H4

Location

Public Enquiries and Response Division
Ground Floor Kiosk
North Tower
Les Terrasses de la Chaudière
10 Wellington Street
Hull, Québec
Telephone: (819) 997-0380

An INWATS information line enables enquirers all across Canada to telephone the Public Enquiries and Response Division free of charge. The toll-free number is 1-800-567-9604.

Other departmental reference centres are located in Les Terrasses de la Chaudière, Hull, as follows:

Departmental Library
14th Floor
Telephone: (819) 997-0799

The library has information on Indians of North America, Inuit, the Canadian North, Canadian and American history, anthropology, economic development, sociology and natural sciences.

Treaties and Historical Research Centre.
19th Floor
Telephone: (819) 994-1182

This research centre has historical material on Canadian Indian treaties, claim processes and mechanisms, information on the *Indian Act*, native law and other related subjects.

Program Reference Centre
16th Floor
Telephone: (819) 997-9117

This reference centre has material on statistics, genealogy and the history of the Canadian Indians and Inuit.

Mining Geology Microfilm Centre
7th Floor
Telephone: (819) 997-1913

The microfilm centre has geological data on the Yukon and the Northwest Territories.

Inuit Art Research and Documentation Centre
Telephone: (819) 997-8311

This centre has material on Inuit arts and crafts.

Access Procedures

The departmental co-ordinator for access to information oversees the administration of the access procedures in the Department, including the preparation of the departmental entry in the Access Register, service to the public for access to information, the determination of exemptions and third-party notifications, responses to enquiries from the information commissioner, appeals before the Federal Court and the annual report to Parliament. For all formal requests for access to departmental records holdings, requesters should complete the Access to Information Request Form available at national headquarters, regional and district offices. The form should be submitted in person to the DIAND office where it was acquired or mailed to the Office of the Departmental Co-ordinator in Ottawa.

Records material is maintained in national headquarters, regional and district offices located throughout Canada. The method of accessing records may vary according to the nature of the record medium, the type of request for access and the record location.

Enquiries concerning the administration of the *Access to Information Act* in the Department and formal requests should be addressed to

Office of the Departmental Access and Privacy Co-ordinator
Indian and Northern Affairs Canada
Ottawa, Ontario
K1A 0H4
Telephone: (819) 997-0307

Reading Room

The manuals used as work instruments by departmental employees in administering programs, and listed in the narrative section under the applicable functional unit, are retained in the Departmental Library located in room 1400, North Tower, Les Terrasses de la Chaudière. The *Access Register*, the *Index of Personal Information* including other aids to finding the information holdings of the department (e.g. file indexes, information systems manuals etc.) are retained in the Access to Information and Privacy (ATIP) Secretariat. Arrangements to examine these manuals and finding aids as well as documents requested under the *Access to Information Act* should be made through the ATIP Secretariat from 08:30 to 16:30 during working days at:

Room 732, North Tower
Les Terraces de la Chaudière
10 Wellington Street
Hull, Quebec.
Telephone: (819) 997-0307

Self-Government Program

The Program objective is to implement the government's intentions to alter fundamentally the relationship between the native peoples and the Government of Canda through community, specific self-government models which recognize the cultural, organzational and regional differences among native peoples.

The Program provides a focus for development of constitutional proposals, new legislation, legislative amendments and policy adjustments required for self-government. It negotiates and manages all party implementation arrangements for new self-governing institutions, comprehensive claims and revised treaty relationships. It investigates, researches and consults on major government initiatives to restructure the administrative interface between the Indian communities and the Government of Canada.

The Program has three branches: Self-Government and Constitutional Affairs; Development and Operations; and Comprehensive Claims.

SELF-GOVERNMENT AND CONSTITUTIONAL AFFAIRS BRANCH

Community Negotiations Directorate

This Directorate is responsible for assessing, managing and directing the development and negotiation of community self-government proposals.

Policy Analysis Directorate

The Directorate is responsible for developing policies relating to the advancement of self-government through community negotiations and, across the department, by analyzing substantive issues arising from community discussions and formulating solutions; addressing political and legal questions pertaining to constitutional powers and jurisdictional matters; and formulating legislative proposals for community proposals under negotiation.

Constitutional Affairs Directorate

This Directorate is responsible for managing the process of policy adaptation in light of existing constitutional provisions concerning aboriginal peoples and for directing the department's contribution to the on-going national constitutional process to define the rights of Canada's aboriginal peoples, and their place within Confederation. This includes taking the lead in the department's input on aboriginal and human rights issues for international meetings.

DEVELOPMENT AND OPERATIONS BRANCH

Implementation Planning and Development Directorate

This Directorate is responsible for preparing general implementation plans and frameworks which identify and describe responsibilities and resourcing for all parties, within the department, other federal departments, other levels of government or clients involved in the implementation of self-government or comprehensive claims agreements. Also responsible for providing policy development, financial analysis and planning support for the following activities: comprehensive claims and projects resulting from Special Representative negotiations.

Operations Directorate

This Directorate is responsible for overseeing and co-ordinating the implementation of comprehensive claims or self-government agreements based on the process, terms and conditions included in implementation plans and framework, or otherwise identified as obligations requiring action by the federal government. This includes monitoring the fulfillment of financial obligations and other commitments of departmental branches, and other federal and provincial governments; making recommendations to senior management on ways to resolve identified problems; and providing support to regional officers implementing self-government agreements.

Québec Claims Implementation Secretariat

The responsibilities of the Secretariat include reviewing provisions of the James Bay and Northern Québec Agreement and the Northeastern Québec Agreement and assessing if federal obligations are being met. The Secretariat responds to complaints that obligations are not being met by co-ordinating work by the department and other departments/agencies.

Special Services Directorate

This Directorate is responsible for managing Task Force Special Representatives involved in negotiations and initiatives in treaty renovation or claims settlement policy, and for providing financial management support to the Assistant Deputy Minister in regards to Special Representatives activities.

COMPREHENSIVE CLAIMS BRANCH

The Branch is responsible for the negotiations of all comprehensive native claims. It supports, directs, co-ordinates and conducts research in support of Self-Government sector goals and priorities. It is also responsible for administering funds to native groups to support research, development and negotiation of native claims, and for supplying special research and advisory services to native and other client groups.

Economic Development Program

The mandate of the Program is to assist Indian and Inuit people and their institutions to increase skill, commercial, industrial and resource development activities in support of their economic and employment goals.

The activities of the Economic Development Program are directed towards improving the participation of native people in the Canadian economy as entrepreneurs, employees or equity-holders. It responds to the needs and aspirations of native communities, institutions and individuals by providing policy direction, programs, advocacy and interdepartmental and intergovernmental co-ordination. It assists bands in the management of natural resources, both renewable and non-renewable, for the use and benefit of the respective band and it manages statutory requirements and regulations pursuant to the *Indian Act* with regard to minerals and oil and gas resources on reserves. It provides data and information on the resource and economic base of Indian lands.

The Economic Development Program consists of three Branches: Planning and Operations; Indian Oil and Gas Canada, and Policy Development.

PLANNING AND OPERATIONS BRANCH

The Branch assists Indian and Inuit individuals, bands, communities, and business institutions to establish and sustain strong and viable business enterprises. The Branch also contributes to the development of skills among Indian people which promotes their employability in the Canadian workforce, and addresses the training needs and entrepreneurship opportunities for Indian youths. Finally, the Branch assists Indian and Inuit bands and communities to identify, exploit, obtain employment and collect revenues from their on-reserve mineral and natural resource holdings as well as to obtain maximum training, employment, revenues and business spin-off benefits from large-scale off-reserve resource development. The Branch is divided into directorates as follows: Economic Programs, Resources and Institutions, Indian Minerals East and Minerals West.

INDIAN OIL AND GAS CANADA BRANCH

The Branch has a mandate to provide to Indian bands advice and technical support and services and to ensure the identification, disposal, exploration, development and administrative protection of the bands' oil and/or gas resources and rights. In this regard, Indian Oil and Gas Canada is accountable under the Minister's statutory responsibility to obtain optimum benefits of involvement, employment and revenues for the Indian people.

Indian Oil and Gas Canada comprises four distinct but interlocking divisions: Oil and Gas Technical; Land; Finance and Royalty Accountability; and Administration and Training.

POLICY DEVELOPMENT BRANCH

The Branch is responsible for developing all policy, legislative and program strategy, development in the Economic Development Program and for carrying out substantive analysis and reviews to identify and define areas requiring changes in program strategy, policy or legislation. The Branch also develops proposals and conducts interdepartmental consultation. The Branch consists of two Directorates: Policy Development; and Client, Industry and Government Co-ordination.

Indian Services Program

The objective of the Program in keeping with the principles of self-development, access to opportunity, responsibility and joint participation within Canadian society, is to assist and support Indians and Inuit in achieving their educational, cultural, social, and community development needs and aspirations.

The Program has four branches: Housing and Band Support; Education; Social Development; and Program Planning.

HOUSING AND BAND SUPPORT BRANCH

This Branch provides assistance for Indians living on reserves by providing housing subsidies for the construction and renovation of units as well as management and technical support and training to bands. Provision exists for the Minister to guarantee housing loans from Canada Mortgage and Housing Corporation (CMHC) or approved lenders, as defined in the *National Housing Act*. The Branch encourages local control of, and accountability for, Indian programs and services. The Branch is divided into four directorates: Band Support; Housing; Capital Management; and Indian/Inuit Management Development.

Band Support Directorate

This Directorate encourages local control of, and accountability for, Indian programs and services by promoting the growth of sound local administration to provide bands with increased capacity for the planning and management of their own affairs.

Manuals

- Terms and Conditions for Contribution Arrangements
- Local Government Authorities Manual
- Program Circular D-1 on Indian Local Government
- Program Circular D-2 on District Councils
- Program Circular D-4 on Band-Operated Local Services
- Program Circular D-5 on Band Employee Benefit Plans
- Program Circular D-5-1 on Band Employee Benefits Operational Guidelines
- Program Circular D-6 on Band Support Funding
- Program Circular Appendix D-6-1 on Band Support Operational Guidelines
- Local Government Program Development Manual (British Columbia Region)
- Local Government Finance Manual (British Columbia Region)
- Guidelines for Band Councils (British Columbia Region).

Housing Directorate

This Directorate provides assistance for housing to Indian bands and Indians living on reserves or designated Indian settlements in the form of front-end subsidies, management and technical support and training. The Minister can provide a guarantee for the repayment of housing loans to CMHC and lenders approved under the *National Housing Act*.

Manuals

- Program circulars J-1 to J-5 on Indian Programs
- Terms and Conditions Respecting the Housing of Individual Indians on Reserves — P.C. 1980-2753
- Terms and Conditions on Housing Regulations — P.C. 1981-810
- National Housing Act
- Off-Reserve Housing Regulations
- Rental Housing (British Columbia Region)
- Residential Rehabilitation Assistance Program (RRAP)
- Guidelines (British Columbia Region)
- On-Reserve Housing Operating Manual (British Columbia Region)

EDP Systems

- Indian off-reserve housing system: provides information on mortgages, foreclosures and forgiveness transactions for Indians and Inuit living off reserves.

Capital Management Directorate

This Directorate develops facilities in Indian and Inuit communties geared to community health and safety needs such as sewer, water, electricity, garbage collection, fire prevention services and road development. It also assists federally and band-operated schools and joint school agreements with the provinces.

Manuals

- Capital Planning Process
- How to Get Project Approvals
- Capital Management Manual
- Classification of Indian Bands by Geographic Zone
- Capital Management Operational and Funding Handbook for the Community Infrastructure and Education Facilities Operations and Maintenance Program

Indian/Inuit Management Development Directorate

This Directorate helps Indian bands and Inuit communities to improve management and administration by applying generally accepted management practices and community identified standards of service.

Manuals

- Program Procedure, Indian/Inuit Management Development Program
- Program Directive, Indian/Inuit Management Development Program

EDUCATION BRANCH

This Branch ensures that on-reserve Indian children have access to elementary and secondary schooling throughout the ordinary school years; administers kindergartens; and supports Indian students in extensive vocational and academic post-secondary education. It operates student residences, administers a boarding home program, provides conselling and assists cultural education centres.

EDP Systems

- Indian Education System: records personal statistical information about every Indian student for whom the Department has some responsibility, such as, current grade, age, school attended and reasons for leaving shool, thus providing a history of individuals' movements through schools.

- Continuing Education Information System: provides statistical and financial information on Indian students in post-secondary institutions receiving educational assistance through the Department.

SOCIAL DEVELOPMENT BRANCH

This Branch provides funds for social assistance and related services, funds for administering and purchasing child and family welfare services, and adult care rehabilitation services. Advice and training are provided to assist Indian communities in administering their own services.

Manuals

- National Standards for the Social Assistance Program, with Corresponding Regional Manuals
- National Standards for Child Welfare and Draft Adult Care Standards

EDP Systems

- Database System: provides financial information on social assistance, child welfare, adult care and all other community social services extended to Indians
- Management Information System: provides statistical and financial information on social assistance and welfare services

PROGRAM PLANNING BRANCH

This Branch designs and co-ordinates processes in the Self Government, Indian Services, Economic Development and the Lands, Revenues and Trust Programs for operational planning, work planning, monitoring and control, and related management practices. The Branch co-ordinates the Directory of Services, Band Service Profile and the Directives Management System for the Indian Services Program.

Lands, Revenues and Trusts Program

The mandate of the Lands, Revenues and Trusts Program is to fulfill the legal obligations of the Government of Canada in all matters respecting Indians and the lands reserved for Indians excepting the development of natural resources; and to settle accepted specific claims of Indian bands.

The Program has four branches: Lands, Revenues and Trusts (Operations); Policy; Indian Environmental Protection; and Specific Claims.

LANDS, REVENUES AND TRUSTS BRANCH

This Branch ensures that treaty obligations and trust responsibilities concerning lands, estates, natural resources, band funds and membership are fulfilled. It administers those sections of the *Indian Act* that deal with band elections, by-laws, estates and lands, and operates the Program Reference Centre. The Branch is divided into four directorates: Lands; Legal Liaison and Support; Membership and Statutory Requirements; and Bill C-31 Implementation.

Lands Directorate

This Direcotrate manages the Department's responsibilities under the *Indian Act* for Crown-owned land set aside for the use and benefit of Indian bands, including the fulfillment of treaty obligations, maintenance of the land registry and administration of Indian estates.

Manuals

- Land Registry Practices Manual
- Indian Estates Manual
- Land Transactions Manual

Legal Liaison and Support Directorate

This Directorate provides a legal liaison and support service to the program and the Department of Justice with respect to litigation brought by or against the Crown involving Indian lands, monies or minerals. A test case funding contribution program is also managed by the Directorate to provide funds so that important legal issues can be determined by the courts.

Membership and Statutory Requirements Directorate

This Directorate provides for the management and administration of trust responsibilities set out in the *Indian Act* which relates to membership, elections, referenda, by-laws, other statutory obligations and trust funds as well as obligations under existing treaty agreements. The Directorate's objective is to fulfill the legal obligations to Indians as required by the *Indian Act* and existing treaties by means of a computerized membership register, statistical tables and data derived from the membership register and band lists, a computerized statutory requirements information management system, and a computerized trust accounting system.

Manuals

- Guide for Membership Administrators
- Membership System — Headquarters User Manual
- Membership System — Field Manual

EDP Systems

Indian membership system: records information on vital events, e.g. births, deaths, adoptions, marriages, divorces, entered on the Indian Register and departmentally administered band lists, creating a permanent record of all registered Indians and, if applicable, establishing their membership in a particular band. Also records information on the name of the registered individual, the name of his or her band, if applicable, and the registry number or band number and on/off-reserve residence.

- Indian demographic statistics (Sub) system: produces vital statistics and other demographic data from the Indian membership system.
- The trust accounting system (TAS) embraces the following types of trust accounts: capital, revenue, estates, savings, absent or missing heirs/individuals, mental incompetence, guardianship, adopted children, and trust suspense. The administrative and financial functions relative to these accounts are undertaken by regions and monitored by headquarters. Trust accounts fall into three categories: band funds accounts for capital and revenue, individual accounts and the trust suspense accounts.
- The statutory requirements information management system (SRIMS): includes archives information on bands, band councils, band by-laws, elections and election appeals, treaty information, legal opinions index and cross-reference, appointments of commissioners for oaths, and Justice of the Peace. The principal use of this system is the reduction of response time to matters involving dates and time frames related to the processing of band by-laws, elections and election appeals. It also provides for a computerized record of treaty payments entitlement and arrears.

Bill C-31 Implementation Directorate

This Directorate is responsible for the co-ordination and implementation of the provisions of the 1985 amendments to the

Indian Act. The Directorate processes applications for registration under these amendments. The Directorate also manages a grants funding program for the development and implementation of band membership codes.

Program Reference Centre

The Centre includes genealogical and archival research services and a Documentation Centre.

POLICY BRANCH

This Branch provides the Lands, Revenues and Trusts Program with the capacity for the formulation and development of new or amended legislation, regulations and national policies on matters within the responsibility of Lands, Revenues and Trusts. This Branch also carries out complementary work in support of initiatives undertaken by other programs.

INDIAN ENVIRONMENTAL PROTECTION BRANCH

This Branch provides Indian and Inuit people with funding, policy, program and technical support to enable them to respond to the environmental protection challenges posed by the impacts of renewable and non-renewable resource development projects (i.e. hydro construction, petro-chemical exploration and construction, etc.), environmental occurrences such as contaminants (i.e. oil spills, chemical spills, etc.) and related other activities occurring either on or off-reserve which adversely affect their reserve lands, waters, other property rights, or traditional land use areas.

The Branch is responsible for fulfilling the legal obligations of the Government of Canada and the Minister of Indian Affairs in his fiduciary role for lands and waters reserved for Indians, for the protection of these lands and waters from potential adverse environmental impacts, and for ensuring remedial, mitigation, or compensation entitlements to Indian people by the project owners or proponents where impacts occur. The Branch assists Indian and Inuit people to increase their skills to enable them to respond to such environmental occurrences. In addition, the Branch provides advice and assistance to Manitoba Indian Bands affected by major developments related to the Northern Flood Agreement.

SPECIFIC CLAIMS BRANCH

The Specific Claims Branch was established in December 1985 as part of the reorganization of the Department of Indian Affairs and Northern Development and operates within the Lands, Revenues and Trusts Program. The Branch has assumed the responsibilities in the specific claims area assigned to the former Office of Native Claims. Specific claims are based on grievances that Indian people might have about the federal government's past administration of Indian lands and other assets under the various Acts affecting Indians and reserve lands, and about the government's fulfillment of the Indian treaties or other agreements. The Branch reviews specific claims that have been presented to the government, in order to identify and analyze the historical and factual elements relating to the claims, and consults with the Department of Justice respecting their legal basis. The Branch also represents the Minister and the federal government in specific claims negotiations with Indian bands across the country, and identifies policy issues and recommends upon their resolution.

Northern Affairs Program

The Northern Affairs Program assists the social, cultural, political and economic development of the Yukon and the Northwest Territories, with particular emphasis on the needs of native northerners and the protection of the fragile northern environment. It carries out these responsibilities directly, as well as through the auspices of the governments of the Yukon and the Northwest Territories. Northern Affairs Program activities are directed toward assisting the territorial government (with federal funding support) to provide services to northern residents, to protect and enhance the northern environment and develop northern recreational opportunities; to manage the natural resources of the north and to stimulate economic development and employment opportunities for northern residents; co-ordinating all federal government activities in the two territories; and further developing structures of self-government in the north.

The program consists of three main areas of activity: northern policy and co-ordination; renewable resources and the northern environment; and northern resources and economic planning. The program has regional offices in the Yukon and the Northwest Territories.

Northwest Territories Region

Northern Affairs Program
4914-50th Street
Bellanca Building
P.O. Box 1500
Yellowknife, Northwest Territories
X1A 2R3
Telephone: (403) 920-8188

Yukon Region

Northern Affairs Program
200 Range Road
Whitehorse, Yukon Territory
Y1A 3V1
Telephone: (403) 668-5151

NORTHERN POLICY AND CO-ORDINATION BRANCH

This Branch provides the focus within the Department for inter-departmental efforts to co-ordinate federal and territorial policies and programs affecting Canada's north. It is responsible for policy development and evaluation, northern research and special social, cultural and economic development programs for northern Inuit. The branch is divided into four directorates: Northern Policy; Northern Co-ordination and Social Development; Office of the Science and Research Adviser; and Norman Wells Project.

Northern Policy Directorate

This Directorate examines major selected issues and proposed policy positions relating to the Department's responsibilities regarding northern affairs. It analyzes and advises on broad policy issues and leads study groups for special assignments relating to policy matters.

Manuals

- Annual Northern Expenditure Plan Procedures Manual

EDP Systems

- Expenditure system: produces actual forecast and planned expenditures based on budget allocations, transfers received or disbursed, grants and contributions, loans and salaries by agencies operating in the north from the 1973-74 fiscal year to the present.

Northern Co-ordination and Social Development Directorate

This Directorate plans and recommends federal policies for the constitutional development of the Yukon and the Northwest Territories. It monitors and analyzes territorial legislation and programs, provides a contact point for the territorial government and develops policies and procedures for federal-territorial fiscal relations. It also provides specialist services in matters of Inuit culture, language and art. The Directorate is also responsible for the public review of all hydrocarbon transportation projects north of 60°, both by land and sea. As such, it provides the focal point within the Department for the public review of hydrocarbon transportation applications north of 60°.

Manuals

- 1972 Pipeline Guidelines
- Environmental Assessment and Review Process Guidelines Order

Office of the Science and Research Advisor

This Office is a northern research unit with roles in science support and scientific advice on matters of priority and concern to the Northern Affairs Program.

Norman Wells Project

A 1981 Cabinet decision cited the Minister of Indian and Northern Affairs as the Minister responsible for the co-ordination of regulation, planning and management of the Norman Wells Project. This responsibility was carried out through the appointment by the Department of a Federal Co-ordinator who served in Yellowknife from early 1982 until the office was closed in October 1985, following completion of the Norman Wells Pipeline in the spring of 1985. Responsibility for informational aspects of the project lies within the Northern Policy and Co-ordination Branch at departmental headquarters.

RENEWABLE RESOURCES AND NORTHERN ENVIRONMENT BRANCH

This Branch co-ordinates and develops policies, plans and regulations to protect the environment of the Yukon and the Northwest Territories and the adjacent offshore regions, and sponsors applied research in this field. It develops the policy framework for environmental assessment of northern development and engineering on the northern environment. It manages land, forest and water resources north of 60°, administers surface rights and environmental regulations for northern Crown lands and controls the use of land and water for hydro power developments of federal lands north of 60°. The Branch also administers the Environmental Studies Revolving Fund, which funds necessary environmental and social studies related to oil and gas decision-making on Canadian lands. The branch is divided into four directorates: Northern Environmental Protection; Northern Renewable Resources; Northern Land Use Planning; and the Environmental Studies Revolving Fund.

Northern Environmental Protection Directorate

This Directorate co-ordinates, develops and recommends policies, plans and regulations for environmental protection in the Yukon and the Northwest Territories and in adjacent offshore regions. It reviews and assesses major offshore and onshore resource development proposals and engineering undertakings, and makes recommendations for appropriate environmental terms and conditions to be incorporated into departmental permits and licenses. It directs an applied research program and serves as a link between the Northern Affairs Program and the Federal Environmental Assessment and Review Office. A public register of environmentally screened projects, providing an assessment chronology of projects reviewed, is also maintained as part of the implementation of the federal Environmental Assessment and Review Process (EARP) in northern development.

Manuals

- Environmental Screening Guidelines

Environmental Studies Revolving Fund (ESRF)

The fund supports environmental and social studies directly related to oil and gas exploration or development decision-making on Canadian lands. The fund is one of two created under the *Canada Oil and Gas Act*, Section 49. The fund administered by this Department, as well as the one administered by Energy, Mines and Resources, operates on the basis of priority subjects struck by the Ministers involved and is the product of levies imposed on oil and gas interest owners.

Manuals

- ESRF Guidelines for Study Proposals
- ESRF Guidelines for Applications for Payment
- ESRF Guidelines for Levies

Northern Renewable Resources Directorate

This Directorate is responsible for the planning, conservation and management of the inland water resources of the Yukon and the Northwest Territories and the Arctic sea waters adjacent to the mainland and islands of the Canadian Arctic. It regulates water use and licenses hydro electric power developments on federal lands north of 60°. It is also responsible for the protection, conservation and management of surface rights on Crown lands in the territories. It conducts biophysical land resource inventories, regulates the surface use of land and controls the disposition of granular materials. As well, the Directorate is responsible for the protection and management of northern forest resources, including the cutting and removal of timber on territorial lands.

Manuals

- Fire Management Manual — Northwest Territories
- Fire Management Manual — Yukon Territory
- Territorial Lands Act (Yukon Region)
- Territorial Lands Regulations (pursuant to the Territorial Lands Act) (Yukon Region)
- Territorial Land Use Regulations (pursuant to the Territorial Lands Act) (Yukon Region)
- Territorial Timber Regulations (pursuant to the Territorial Lands Act) (Yukon Region)
- Yukon Forest Protection Ordinance (Yukon Region)
- Northern Inland and Waters Act and Regulations (Yukon Region)

EDP Systems

- Land transaction system: contains information on land disposition, including leases, sales agreements, permits and reserve lands.

Northern Land Use Planning Directorate

The Directorate implements the land use planning program, provides the secretariat support to the Policy Advisory Committee that provides advice to the Minister on the operation of the program, and offers functional support to the planning offices responsible for the conduct of planning in the Yukon and the Northwest Territories. The Land Use Planning Program will incorporate a comprehensive program of regional land use planning to provide for the conservation, development and utilization of both the onshore and offshore components of land and its resources, as well as social, economic and political considerations.

NORTHERN RESOURCES AND ECONOMIC PLANNING BRANCH

This Branch manages the proprietary interests of the federal government in non-renewable resources (including minerals) north of 60°; develops policies and programs for the northern transportation infrastructure; reviews and advises on northern development strategies, policies and plans; develops statistical data and analyses for northern economic planning activities; formulates and co-ordinates plans for particular concerns in the north and implements, in co-operation with the territorial governments, programs to provide equality of opportunity for northern residents. The Branch is divided into three directorates: Northern Economic Planning; Mining Management and Infrastructure; and Oil and Gas Management and Major Projects.

The Branch also includes the Northern Oil and Gas Action Program (NOGAP) Secretariat.

Northern Economic Planning Directorate

This Directorate directs and advises on formulation of economic development policies and strategies for the north; advises on energy policies and administers energy programs in the north; directs economic and financial analysis of resource development projects; advises on initiatives relating to the development of the native economy; administers a comprehensive data management program that collects, compiles and interprets socioeconomic information pertaining to the northern territories; provides statistical analyses; directs and advises on programs of economic development agreements with the territorial governments to promote economic development; and directs and advises on socioeconomic agreements with the mining and petroleum industries to increase benefits to northern native people while minimizing negative impacts.

Mining Management and Infrastructure Directorate

The Directorate is similar to provincial Mines and Transportation departments. The Directorate formulates policies; drafts legislation and regulations to promote orderly management and development of mineral resources in the Northwest Territories and Yukon; assesses the technical, economic, financial and social impacts of mineral projects, and liaises with the mining industry and other interested parties. It formulates transportation and communication policies; develops programs; and assesses transportation needs including roads, airstrips, railways and marine facilities, in support of economic development in the north. The Directorate provides functional direction to the Department's regional offices and to senior departmental, inter-departmental and territorial officials, as well as to the mineral industry, labour and native organizations, on all mineral related matters; and carries out mining administration functions.

Manuals

- Yukon Quartz Mining Act
- Canada Mining Regulations
- Yukon Placer Mining Act
- Territorial Lands Act and Regulations
- Northwest Territories Resource Development Policy
- Granular Materials Off-shore Pricing Policy
- Territorial Coal Regulations (pursuant to the Territorial Lands Act)
- Territorial Dredging Regulations (pursuant to the Territorial Lands Act)
- Territorial Mining Safety Ordinance and Regulations (Yukon Region)
- Territorial Blasting Ordinance and Regulations (Yukon Region)

Oil and Gas Management and Major Projects Directorate

This Directorate manages northern oil and gas resources of the Yukon and the Northwest Territories through co-ordination with the Canada Oil and Gas Lands Administration (COGLA). It ensures that northern policy objectives and concerns continue to be met and promotes and encourages the orderly exploration, development and conservation of the hydrocarbon and other mineral resources of the north, through the development and implementation of policies, programs, legislation and regulations, including the co-ordination of government activities relating to major development projects.

The Directorate is also responsible for the management and administration of the Norman Wells oil field under the 1944 Proven Area agreement.

NORTHERN OIL AND GAS ACTION PROGRAM SECRETARIAT (NOGAP)

The Secretariat is responsible for the overall management and co-ordination of the Northern Oil and Gas Action Program among seven federal departments and the territorial governments. NOGAP is a seven year (1984/85 to 1990/91) research and planning program to prepare the federal and territorial governments for major hydrocarbon development north of 60° by 1991.

Northern Regulatory Review Group

This group reviews current northern regulatory and approval processes, and recommends improvements to the co-ordination of policies and regulations north of 60°.

CANADA OIL AND GAS LANDS ADMINISTRATION (COGLA)

The Canada Oil and Gas Lands Administration (COGLA) has been established to administer the federal regulation of oil and gas exploration and development on Canadian land. It is the principal point of contact for proponents respecting operational matters. COGLA, on behalf of the Minister, negotiates exploration agreements, grants permits for drilling work, inspects drilling operations and negotiates related Canadian benefits plans for northern activity. The administrator of COGLA reports to the deputy ministers of Energy, Mines and Resources, and Indian Affairs and Northern Development. Policy direction is provided by the Policy Review Committee, which includes senior personnel from both departments thereby ensuring that oil and gas administration is consistent with both northern and energy policies.

General information on COGLA may be obtained in person, by telephone or in writing from the following:

Administrator
Canada Oil and Gas Lands Administration
Tower B, 355 River Road
Ottawa, Ontario
K1A 0E4
Telephone: (613) 993-3760

EDP Systems

- Oil and gas, land use and land accounting system: a large and complex system which maintains records of oil and gas land rights and associated financial information on the issuing of rights for oil and gas exploration and development in the north.
- Oil and gas operations system: contains geological well data, technical report data and financial information on northern projects identified by lease or permit number.

- Oil and gas velocity analysis system: contains seismic shot point data and analyses of velocity trends, thus providing the capability for determining optimum locations for drilling wells.
- Oil and gas engineering and geological well data system: a system which maintains engineering and production data for approximately one thousand oil and gas wells in the north.

Administration

Administration is responsible for the provision of policy and direction and central advisory and administrative services to the Self-Government Program, the Economic Development Program, the Indian Services Program, the Lands, Revenues and Trusts Program and the Northern Affairs Program. In terms of the Department's internal organization, it comprises Finance and Professional Services, Communications Branch, Personnel Branch, and the Executive Support Services Branch.

Finance and Professional Services

Finance and Professional Services is responsible for the development, management, operation and maintenance of the Department's resource planning and allocation mechanisms and related financial administration systems; the provision of all departmental automated data processing services; the management of the Department's Improvement Management Practices Accountability and Control (IMPAC) initiatives and assistance to departmental management to promote and encourage the use of sound management practices, processes and systems; the provision of a range of technical and contract services relating to such matters, capital construction projects, the maintenance of capital assets and contract administration; the conduct of functional and management reviews and special audits.

The following branches and directorates make up the program: Finance, Support Services, Technical Services and Contracts, Management Practices and Departmental Audit.

Finance Branch

This Branch is responsible for resource planning, management financial reporting and accounting operations within the Department. Its functions include the development and implementation of resourcing and accounting policies, systems and procedures; advice to senior management and regional financial staff on all financial matters; the operation and maintenance of financial systems; and the provision of financial management training.

EDP Systems

- Band service profile system: provides grants and contributions information on the extent to which Indian bands, associations, tribal and district council, agencies are responsible for managing the delivery of services to Indian communities.
- Budgetary control system: contains all requisite financial information (budget and cash allotments and expenditures) to identify the balance for any specific departmental function or project.
- Centralized bank account system: contains financial information on emergency purchases by the Department e.g. welfare cheques, casual salaries to workers in remote locations.
- Expenditure accounting system: contains expenditure data from the budget control system and provides a wide range of reports for management.
- Energy purchases data capture reporting system: contains financial information on energy purchased versus energy consumed.
- Loan accounting system: contains financial information related to direct loans programs administered by the Department and provides a range of regular and ad hoc reports.
- Machine readable interface system: contains expenditure transaction information compiled for the budget control system and Supply and Services Canada systems (e.g. payment, journal vouchers, receipts).
- Oil and gas royalty and revenue system: contains financial information on oil and gas royalties collected by the Department on behalf on Indian bands.
- Person-year control system: contains information on departmental person-year allocation and related budget.
- Project accounting system: provides financial and project status information on capital projects.
- Supply and Services Canada/expenditure accounting system and reconciliation sub-system: contains coded financial information from the departmental expenditure accounting system and financial systems of Supply and Services Canada.
- Trust Accounting System: contains financial and administrative information on a number of trust accounts managed by the Department on behalf of Indian bands and individuals.

Manuals

- Financial Management Manuals (Series I to III)

Support Services Directorate

The Directorate is responsible for planning, managing, controlling and providing administrative services programs such as the procurement of goods and services, materiel, records, mail and messenger services, departmental directives, publishing and forms, security and emergency planning, library services, access to information and privacy, property management and accommodation services, audio-visual services as well as the Indian art program. This Directorate manages the Department's extensive Indian Art Collection, including curatorial, acquisition and exhibiting functions, and artist support services.

EDP Systems

- Automated distribution account system: contains an inventory of all equipment and furniture within the Department.
- Materiel management inventory system: contains an inventory of departmental forms and publications used by the Department.
- Information services inventory system: contains an inventory listing of the 2,000 (plus) departmental publications.

TECHNICAL SERVICES AND CONTRACTS BRANCH

This Branch is responsible for the technical planning, design, procurement, project management, technical operation, maintenance and contracting for real property facilities and other capital assets, by developing policies, standards, guidelines and systems related to these responsibilities. It provides technical advisory services, implements capital projects, fire protection and prevention, construction safety, and management of national programs with a high technical content. The Branch is divided into three directorates: Professional Services; Contract Policy and Services Directorate; and Technical Services Directorate.

Manuals

- DRM 10-7 Engineering and Architecture Manual
- Technical Support Documents (to above)
- DRM 10-3 Departmental Contracts Manual
- Contracts Directives
- Band Technical and Contract Publications

- Indian Band and Field Staff Technical and Contract Training Materials
- Guideline Drawing and Specifications
- Building Design Standards and Guidelines
- Departmental Cost Reference Manual

EDP Systems

- Capital Asset Inventory System: contains basic physical data about capital facilities to support maintenance management and determination of operations and maintenance funding requirements.
- Maintenance Management System: identifies timing, cost and tasks to be performed to properly maintain capital facilities
- Project Accounting System: contains financial and project status information on capital projects
- Project Management System: contains detailed financial information, schedules and physical work breakdown for selected capital projects

Professional Services Directorate

This Directorate is responsible for the provision of professional/technical services, including advisory services in the fields of engineering, architecture, landscape architecture and other technical support fields which are inherent in the planning, design, construction, technical operation and maintenance of all departmental physical facilities and implementation of technical systems.

Contract Policy and Services Directorate

This Directorate is responsible for the provision of operational and advisory services related to the development and delivery of the contracting process, including such activities as tender call, requests for proposals, review of responses, contract awards, claims, disputes and contract administration covering construction, consulting and non-consulting contracts.

Technical Services Directorate

This Directorate is responsible for the provision of professional/technical/ support services, including advisory services, in the area of project management, technical training of departmental and Indian band staff, fire prevention/protection and construction safety, engineering cost analysis, aerial photography, mapping, promulgation of technical publications and various other technical support services.

MANAGEMENT PRACTICES BRANCH

The goals of this Branch include promoting, fostering and maintaining sound managerial practices, processes and systems within the Department as well as their assessment, development or integration by undertaking projects and special assignments identified by senior management. The Branch is also mandated to develop the tools that will provide more effective and efficient management. As well it provides the Department's central information systems and data processing services.

EDP Systems

- Infothèque data storage and retrieval system: contains textual information in any form with a retrieval capability (based on key words).

DEPARTMENTAL AUDIT BRANCH

The Branch carries out a systematic review and appraisal of all departmental operations for purposes of advising management as to the efficiency, economy and effectiveness of internal management policies and controls. The Branch develops and implements departmental audit policy and program; co-ordinates and executes all departmental audit operations (except band audits); and co-ordinates all audit matters emanating from the offices of the Auditor General, Comptroller General and other central agencies.

COMMUNICATIONS BRANCH

This Branch is responsible for promoting a better understanding of the Department's policies and programs to the general public and various special interest groups. It provides advice to the Minister, the deputy minister and senior management, and a full range of communications services to the operating programs. These encompass communications planning; media relations; special events; public enquiries; publications; exhibits; and films. At the same time, the Branch is responsible for an internal communications program directed towards departmental employees; defining departmental communications objectives; and developing and maintaining communications standards within the Department.

PERSONNEL BRANCH

The main responsibilities of the Branch are to advise the deputy minister with regard to the management of the Department's personnel resources; to formulate the personnel administration program in the Department; to develop policies and programs designed to enhance the Department's performance in personnel administration and human resources utilization; to provide support, advice and functional guidance to senior managers and regional personnel officers in relation to the implementation of personnel administration policies, programs and procedures; to monitor and evaluate personnel administration activities within the Department; and to ensure the quality, effectiveness and statutory compliance of the personnel administration services provided to managers throughout the Department. These services include classification, compensation and benefits, employee health and safety; staffing and human resources planning; staff training and development; staff relations; native employment; affirmative action; official languages; employee assistance programs and work force adjustment.

EDP Systems

- Departmental personnel information system: contains personnel data on all departmental employees with specific focus on positions.
- Senior personnel advisory services (SPAS): contains personnel data on all SM, EX, PE or feeder-level employees with focus on replacement planning.
- Work force adjustment (WFA): contains personnel data on all surplus or laid-off employees with focus on placement.

EXECUTIVE SUPPORT SERVICES BRANCH

This Branch is mandated to direct strategic planning, evaluation, correspondence, briefing and analytical services in support of the Minister, the deputy minister, and the departmental executive generally. This includes co-ordinating the Department's relations with Parliament, Cabinet and the central agencies as well as managing evaluations in accordance with Treasury Board Office of Comptroller General (OCG) policy, the executive correspondence and briefing system, and special policy or program analyses assigned by the deputy minister.

Classes of Records

INA/SGP-006 *Formerly Identified as:* INA/CPS-045

Constitutional Process and Self-Government

Description: Subject issues include Indian/Aboriginal self-government, equality, lands and resources, aboriginal title/rights, treaties/treaty rights, funding (constitutional/Indian self-government/framework legislation), discrimination. *Topics:* Committees, procedures and meetings; FMC aboriginal participants; provincial and territorial organizations; native associations; provinces and territories; aboriginal and treaty rights; self-government; land claims; land and resources; service delivery; legal and constitutional issues; briefings.

INA/SGP-011 *Formerly Identified as:* INA/CPS-025

Québec Claims Implementation

Description: Subject issues include Inuit economic development, training and relocation; Cree/Naskapi relocation, band creation, education, economic development, capital and infrastructure development. *Topics:* Killiniq; Great Whale; Economic development — Inuit; Economic development — Cree/Naskapi; Kawawachikamach; electricity; schools and housing — Inuit; five year plan — Cree Indians; *Cree/Naskapi Act.*

INA/SGP-016

Comprehensive Claims (New)

Description: Undertaking and supporting research related to the Self-Government Sector and supporting the claims settlement process, comprehensive claims processing and negotiations. *Topics:* Research contracts; research projects; studies; research services and advice on specific historical or claims situations; financial arrangements to enable Indian participation in the federal government's claim resolution; claims issues and negotiations; policy positions; compensation of claims; the claim process; the eligibility of groups submitting claims; obligations; rulings; decisions and precedents; the hiring of consultants to conduct various services related to native comprehensive claims.

INA/ISP-021 *Formerly Identified as:* INA/IIA-080

Band Management and Funds

Description: Band local services; legal opinions; Orders-in-Council; Cabinet documents, Treasury Board submissions, contribution arrangements; association support; community based planning, band support funding and band employee benefits. *Topics:* Policy; eligibility; program descriptions; terms and conditions; funding formula/criteria; administrations; and operational guidelines.

INA/ISP-026 *Formerly Identified as:* INA/IIA-085

Housing

Description: Housing assistance for individual Indians or to Indian band councils. *Topics:* Housing policy; construction or renovations of houses on reserves or designated Indian settlements.

INA/ISP-031 *Formerly Identified as:* INA/IIA-090

Community Services and Facilities

Description: Community services and facilities for Indian and Inuit communities. *Topics:* Community health and safety needs such as sewers, water, electricity, garbage collection, fire prevention services, road development, and school facilities.

INA/ISP-036 *Formerly Identified as:* INA/IIA-095

Management Development Training

Description: Provides resources and assistance for management development activities to three groups: Indian and Inuit individuals, bands and communities; post-secondary educational institutions; and Indian/Inuit management training institutes. *Topics:* Training; management support and advice; orientation and information dissemination.

INA/ISP-041 *Formerly Identified as:* INA/IIA-105

Education

Description: Subjects relating to educational programs for meeting the educational needs of Indian and Inuit people. They include assistance to students, educational programs, surveys and studies, development of curriculum.

INA/ISP-046 *Formerly Identified as:* INA/IIA-100

Social Development

Description: Covers subjects relating to social development of Indians including assistance and welfare services provided to Indian individuals, namely income maintenance, family and children's services and community social services.

INA/ISP-051 *Formerly Identified as:* INA/IIA-145

Statistical and Reference Manual

Description: This manual contains statistics, genealogy for Indians and information on the history of the Canadian Indian and Inuit. *Topics:* Statistical information; in-house reports; unpublished research documents and papers; policy statements; procedures and guidelines; genealogical and related historical information; Orders-in-Council; Treasury Board minutes and circulars; program delegations of authority relating to the Indian and Inuit Affairs Program and annual reports.

INA/ISP-056 *Formerly Identified as:* INA/IIA-150

Regional Desk Books/Band Fact Sheets

Description: The Regional Desk Books are compendiums of current band and regional information, compiled and updated regularly by the unit from existing information systems. *Topics:* Statistical information relating to band population; housing; facilities; socioeconomics; education; grants/contributions; band funds; communication/transportation; regional profiles of the departmental organization and its officials; financial summary; native organizations; regional maps.

INA/ISP-061

Program Planning

Description: Covers all national operational plans, workplans and performance reports as well as the Directory of Services, Band Service Profiles and Program Directives for the Indian and Inuit Affairs Program.

INA/EDP-066 *Formerly Identified as:* INA/IIA-120

Business Development and Financing

Description: Records are kept on the financial, technical and managerial assistance provided to Indians and Inuit for the development and expansion of viable businesses. *Topics:* Indian Economic Development direct and guaranteed loans; contributions, Farm Credit Corporation guaranteed loans; Federal Eskimo Loan Fund. regional maps.

INA/EDP-071 *Formerly Identified as:* INA/IIA-115

Employment Development

Description: Subjects relating to community employment programs for Indian communities; also information on work programs, opportunities and training. *Topics:* Employment related training and mobility; employment development.

INA/EDP-076 *Formerly Identified as:* INA/IIA-130

Resource Development

Description: Hydro dams, heavy oil extraction; coal and metal mining; pipelines; structural minerals.

INA/EDP-081 *Formerly Identified as:* INA/IIA-125

Institutional Development

Description: Records are kept on the financial and technical support to Indians and Inuit communities involved with economic development institutions and corporations.

INA/EDP-086 *Formerly Identified as:* INA/IIA-110
Economic Policy and Analysis
Description: The planning and developing of programs, surveys, studies and research designed to identify and demonstrate the importance of certain factors in the promotion of economic development affecting the Indian and Inuit communities. *Topics:* Agriculture; arts and crafts; employment; financial programs; natural resources.

INA/EDP-091 *Formerly Identified:* INA/IIA-055
Mineral Resources
Description: Mineral resources on Indian lands. *Topics:* The control, development and management of mined metallic and non-metallic minerals, quarried minerals, sand, gravel and groundwater.

INA/EDP-096 *Formerly Identified as:* INA/IIA-050
Oil and Gas
Description: Oil and gas resources on Indian lands. *Topics:* All matters relating to the control, development and management of oil and gas.

INA/EDP-101 *Formerly Identified as:* INA/CPS-035
Evaluation
Description: The evaluation of existing departmental programs and the structuring of evaluation criteria for proposed programs. *Topics:* Education, social services, economic and employment development, community services, cultural programs, renewable and non-renewable resources, northern economic development and environmental protection.

INA/LRT-106 *Formerly Identified as:* INA/IIA-075
Legislation, Policy and Program Development Information
Description: Resource data and relevant federal, provincial and private sector program and policy information which might affect or influence the administration and management of natural resources on Indian lands.

INA/LRT-111 *Formerly Identified as:* INA/IIA-060
Lands
Description: Agreements; individual land holdings and estates; islands; land sales, leases; rights-of-way; surveys; and reserves.

INA/LRT-116 *Formerly Identified as:* INA/IIA-065
Natural Resources
Description: The control, development and management of natural resources, such as forest and furs; the rights to Indians for fishing, hunting, and trapping.

INA/LRT-121 *Formerly Identified as:* INA/IIA-070
Indian Band Membership
Description: Contains information and documentation pertaining to the membership of persons in Indian bands under the *Indian Act*. *Topics:* Subjects include determination of the entitlement to claim Indian status, Indian enfranchisement protests, marriage to non-Indians, transfer between bands, legitimation of births and divorces. *Special Access Note:* The name of the band concerned should be included with each request.

INA/LRT-126 *Formerly Identified as:* INA/IIA-140
Policy Co-ordination and Band Government
Description: Co-ordination of Indian band government policy and implementation of land claims settlement, Indian and Inuit Affairs Program (IIAP) input to the drafting of Indian band government legislation and revision of the *Indian Act*. *Topics:* Local Indian government policy co-ordination (e.g., district councils); *Indian Act* revision; Indian band government legislation; implementation of claims settlement co-ordination (e.g., James Bay).

INA/LRT-131
Environmental Impacts (New)
Description: Social-economic-ecological impacts of renewable and non-renewable resource activities such as hydro development, oil and gas extraction: coal and metal mining; pipelines, structural mineral; pollution and pollutants of air, land and waters; pollution causes — garbage, industry, radioactive material, waste disposal; licencing and regulatory hearing interventions; regulations, reports, surveys and studies; offences and violations of environmental laws and regulations. *Topics:* Advice and assistance to Indian and Inuit people on environmental occurrences.

INA/LRT-136
Manitoba Northern Flood Agreement (New)
Description: Advice and assistance to Manitoba Indian Bands on the Northern Flood Agreement and related developments of the Churchill Nelson Rivers Diversion Project. *Topics:* Flood and water control; resource development impacts.

INA/LRT-141
Specific Claims (New)
Description: Information on specific processing and negotiations. *Topics:* Claims issues and negotiations; policy positions; compensation of claims; the claims process; rulings, decisions and precedents.

INA/NAP-146 *Formerly Identified as:* INA/NAP-155
Policy Development
Description: These records contain policy analysis and development. *Topics:* General range of policy issues relating to the federal responsibility in the north.

INA/NAP-151 *Formerly Identified as:* INA/NAP-160
Program Plans and Planning
Description: A complete source of information on all aspects of government activity in the Yukon and Northwest Territories. *Topics:* Long-range planning; operational planning and plans; strategic planning, work plans and government activities in the north by departments and agencies.

INA/NAP-156 *Formerly Identified as:* INA/NAP-165
Advisory Committee on Northern Development
Description: The support of the Advisory Committee on Northern Development. *Topics:* Sub-committees on communications, science and technology, transportation, finances, employment of native northerners, northern training programs, agendas, minutes.

INA/NAP-161 *Formerly Identified as:* INA/NAP-170
Territorial Government Administration
Description: Plans and policies for the administration and development of the Yukon and Northwest Territories governments. *Topics:* Councils of the Yukon and Northwest Territories — debates, elections, members, rules, territorial ordinances and legislative programs. *Special Access Note:* Public ordinances arranged by individual ordinance.

INA/NAP-166 *Formerly Identified as:* INA/NAP-175
Federal-Territorial Agreements and Arrangements
Description: Agreements and arrangements with the Yukon and Northwest Territories.

INA/NAP-171 *Formerly Identified as:* INA/NAP-180
Cultures and Customs
Description: The cultures and customs of Inuit people are outlined. *Topics:* Arts and crafts — production, collection, conservation, exhibitions, trademarks, Inuit artists' biographies; Inuit orthography; language and dialect; Inuit music; books and publications about and by Inuit.

DEPARTMENT OF INDIAN AFFAIRS AND NORTHERN DEVELOPMENT

INA/NAP-176 *Formerly Identified as:* INA/NAP-185
Health and Social Services
Description: Health services and social services provided or available to native people in the north. *Topics:* Hospitals and nursing stations.

INA/NAP-181 *Formerly Identified as:* INA/NAP-190
Education
Description: Educational programs designed to raise the educational level of the native people of the north. *Topics:* Adult education — educational assistance; special and vocational training; language training; teachers and teaching; counselling and guidance; facilities and transportation.

INA/NAP-186 *Formerly Identified as:* INA/NAP-195
Justice and Law Enforcement
Description: Appointments of judges; justices of the peace; police magistrates; juvenile delinquents; vandalism; police services; legal aid; prisons and prisoners; studies, surveys, reports and statistics.

INA/NAP-191 *Formerly Identified as:* INA/NAP-200
International Affairs and Relations
Description: International affairs and relations with foreign countries. *Topics:* Arctic science co-operation; human rights; marine science.

INA/NAP-196 *Formerly Identified as:* INA/NAP-205
Cultural Grants
Description: Grants to outside organizations and individuals for the advancement of the Inuit culture. *Topics:* Exhibit opening and catalogues, arts and crafts, study tours and workshops, arts, music, theatre, dance, films, literature, languages, newspapers, anthropological, sociological studies and tours.

INA/NAP-201 *Formerly Identified as:* INA/NAP-210
Pipelines
Description: The use of pipelines or tankers in the transportation of oil and gas. *Topics:* Pipeline proposals; Polar Gas Project; Arctic Pilot Project; Norman Wells Project; Esso Beaufort Oil Pipeline.

INA/NAP-206 *Formerly Identified as:* INA/NAP-215
Tankers
Description: The use of icebreaking tankers to transport oil or liquid natural gas from the Beaufort Sea or Arctic Islands is outlined. *Topics:* Dome Petroleum; Beaufort Sea Developments; Arctic Pilot Project; Norman Wells Project; Trans-Canada Liquefied Natural Gas Project.

INA/NAP-211 *Formerly Identified as:* INA/NAP-220
Scientific Training Grants
Description: All applications made since 1963 by the various Canadian universities in the Northern Scientific Training Grants Program. *Topics:* Training grants; Northern research.

INA/NAP-216 *Formerly Identified as:* INA/NAP-225
Northern Laboratories
Description: Information pertaining to the laboratories program, its daily management and the annual use of the labs. *Topics:* Igloolik Resource Centre; Inuvik Resource Centre.

INA/NAP-221 *Formerly Identified as:* INA/NAP-230
Oil and Gas — Transportation — Pipelines — Norman Wells
Description: Information relating to the management and regulation of the Norman Wells project, including policy, environmental and socioeconomic terms, conditions and studies. *Topics:* Contribution agreements; surveillance and monitoring studies and reports, committees and company socio-economic plans and business and employment opportunities.

INA/NAP-226 *Formerly Identified as:* INA/CPS-030
Western Arctic Claims Implementation
Description: Subject files pertaining to the registration of the Western Arctic Inuvialuit Final Agreement and to the implementation of the Western Arctic Inuvialuit claims settlement.

INA/NAP-231 *Formerly Identified as:* INA/NAP-235
Environmental Protection
Description: The record contains information on the environmental protection of the Canadian North. It also includes a public register of environmentally screened projects, which is part of the implementation of the federal Environmental Assessment and Review Process (EARP). *Topics:* Pollution and pollutants of air, land and waters; pollution causes — garbage, industry, oil and gas, pipelines, radioactive material, waste disposal; recreation areas; water; projects, regulations, reports, surveys and studies; offences and violations of environmental laws.

INA/NAP-236 *Formerly Identified as:* INA/NAPP-240
Wildlife
Description: Animals — diseases, furs, hides, hunting, hunting licenses and permits, predator control, preserves and sanctuaries, traps and trapping, regulations, studies and surveys; birds — diseases, licenses, traps, regulations, studies and surveys; fish — culture, diseases, licenses, regulations, studies and surveys, reports; insects.

INA/NAP-241 *Formerly Identified as:* INA/NAP-245
Environmental Studies Revolving Fund (ESRF) Studies
Description: Environmental Studies Revolving Fund (ESRF) Studies are outlined. *Topics:* Physical environmental effects on oil and gas activities; the interaction of such activities with living organisms on the land, in the sea and in the air; the research and development necessary to bring mitigating technologies into effect; the development of long-term biological monitoring; the socioeconomic effects of oil and gas activities in terms of employment, training; waves; sea; bottom ice; scour; oil spill research and countermeasures; social issues north; social issues south; effect monitoring; icebergs; bottom sediment transport.

INA/NAP-246 *Formerly Identified as:* INA/NAP-250
Lands
Description: The protection, conservation, management and administration of territorial lands under the control of the Department are described. *Topics:* Territorial lands, legislation, land use — operations, Arctic land use, planning, inventory; surveys, mapping; reservations; roads, highways; airports, airstrips; recreation, parks; game preserves, sanctuaries, International Biological Program ecological sites; transfers; claims, Indian reserves; pipelines; railways; electric power development; transmission lines; communication facilities; sub-surface rights; studies, assessments; granular materials; waste collection; agriculture; townsites, settlements; group/guard (land identifiers); trespass, Northern Land Use Planning; Ports, Harbours. *Special Access Note:* Claims arranged by individual claims. Arctic land use projects arranged by project name.

INA/NAP-251 *Formerly Identified as:* INA/NAP-255
Water Resources
Description: Control, development and management of water resources in the north are included. *Topics:* Hydro power; hydrometric network; meteorological and water quality networks; licenses; regulations; studies and surveys. *Retrievability:* Licenses arranged by location.

INA/NAP-256 *Formerly Identified as:* INA/NAP-260
Forestry
Description: Control, development, management and protection from fire, of forest resources in the north. *Topics:* Logs and logging; timber — cutting rights, reserves, sawmills, surveys and studies, transportation; accidents and, accident prevention and safety

programs; forest fires — agreements, behaviour, detection, prevention, suppression and pre-suppression, research, reports; weather forecast and stations. *Special Access Note:* Permit information is available by permit number, name of permittee or location covered by the permit.

INA/NAP-261 *Formerly Identified as:* INA/NAP-265
Comprehensive Land Use Planning for the Yukon and Northwest Territories
Description: Compiled since the 1981 announcement of the Northern Land Use Planning Policy, this material covers the development and implementation of the program. *Topics:* Structure and organization; northern land use planning publication; planning appraisals; plan implementation; government/native/industry liaison; agreements, commissions; planning areas.

INA/NAP-266 *Formerly Identified as:* INA/NAP-270
Economic Development
Description: Records contained outline the planning and development of programs to encourage economic development in the north. *Topics:* Agriculture; boating industries; northern businesses and co-operatives; employment and labour; fishing; forestry; industrial development — funds, loans; recreation and tourism; taxation and royalties; energy regulation, distribution and consumption; population growth and structure; northern native employment and relocation, and the social aspects of employment.

INA/NAP-271 *Formerly Identified as:* INA/NAP-275
Socio-economic Data
Description: Collection, compilation and statistical interpretation of socioeconomic data pertaining to the territories. *Topics:* Economic accounts; sociodemographic studies; native affairs; industry sector information; general economic development.

INA/NAP-276 *Formerly Identified as:* INA/NAP-280
Employment
Description: The information included outlines work force information on northern projects; employers; and socioeconomic aspects of northern development. *Topics:* Employment and recruiting; counselling; unions; studies, surveys, reports and statistics; memoranda of understanding.

INA/NAP-281 *Formerly Identified as:* INA/NAP-285
Mineral Policy
Description: Information on the development of policies to encourage exploration and orderly development of resources in northern Canada. *Topics:* Northern Mineral Policy; native issues; regulatory review; fiscal regime; mineral tax incentives; mineral potential; project assessment and project monitoring; further processing and smelter feasibility studies.

INA/NAP-286 *Formerly Identified as:* INA/NAP-290
Mining
Description: The disposition and maintenance of mineral rights in the north are outlined. *Topics:* Accidents — prevention and safety; claims; coal; companies; dredging; exploration; exports; geology; inspections; maps and charts; prospecting and prospectors; placer mining (panning); quartz mining; recorders and agents; regulations; research, studies and surveys, reports and statistics; mining leases; territorial coal exploratory licenses; mineral production royalties; technical exploratory work reports. *Retrievability:* Prospecting permits are arranged by individual and company name. *Special Access Note:* Placer and quartz dispositions should be identified by claim name and grant number. (Published up-to-date claim reference maps displaying this information are available to the public for this purpose at nominal cost.) Coal and dredging dispositions should be identified by locality and owner.

INA/NAP-291 *Formerly Identified as:* INA/NAP-295
Mining Engineering and Inspection
Description: The administration and enforcement of mine safety legislation in the Yukon. *Topics:* Inspection reports on mining safety, electrical safety, occupational environment, miners' medical certificates, blasting and magazine permits, and mine rescue certificates. *Retrievability:* Files arranged by name, owner and location of mine.

INA/NAP-296 *Formerly Identified as:* INA/NAP-300
Exploration and Geological Services
Description: Production and dissemination of geological information on both territories. *Topics:* Published maps and reports, open-file maps and reports, including those submitted for representation work requirements. Also, specialized libraries for air photos and drill cores. *Special Access Note:* Filed by locality, name and owner of mineral property; publication title, author and publisher.

INA/NAP-301 *Formerly Identified as:* INA/NAP-305
Roads
Description: Information outlined on the planning and management of a new roads policy in the two territories, taking into account economic, environmental and social impacts. *Topics:* Environmental studies; socioeconomic considerations; incentives programs; finance; planning, design and construction; alternative modes of transportation. *Special Access Note:* Arranged by road or highway title and subdivided according to construction sub-activity or consideration.

INA/NAP-306 *Formerly Identified as:* INA/NAP-310
Oil and Gas Lands
Description: Information on the control, development and management of oil and gas lands in the north. *Topics:* Norman Wells Proven Area Agreement; various oil and gas companies; standard data on expenditures and revenues; oil and gas policy in the north; project files.

INA/NAP-311 *Formerly Identified as:* INA/NAP-315
Major Non-Renewable Resource Development Projects
Description: Files on the co-ordination of government activities relating to the assessment and, as appropriate, the implementation of major industrial projects to develop northern non-renewable resources. *Topics:* Oil and gas; mining and other individual development projects.

INA/NAP-316 *Formerly Identified as:* INA/NAP-320
Hydrocarbon Development
Description: Hydrocarbon development planning and research activities, which are funded under the Northern Oil and Gas Action Program (NOGAP) and which are conducted by the federal and territorial governments. *Topics:* Oil and gas; environment; socioeconomics; hydrocarbon transportation; planning and research.

INA/NAP-321 *Formerly Identified as:* INA/NAP-325
Northern Regulatory Review
Description: Reports, articles and correspondence about regulatory and approval processes north of 60°.

INA/NAP-326 *Formerly Identified as:* INA/NAP-330
Canada Benefits
Description: Information on the analysis and management of procurement plans submitted by oil and gas operators seeking exploration agreements to ensure benefits to the Canadian economy. *Topics:* Canada benefits packages, employment benefits; east coast, northern regions; industrial benefits; social benefits; project notification; research and development programs; technology transfer.

DEPARTMENT OF INDIAN AFFAIRS AND NORTHERN DEVELOPMENT

INA/NAP-331 *Formerly Identified as:* INA/NAP-335
Environmental Protection
Description: Information on the protection of oil and gas operations in marine and coastal areas from environmental risks, as well as the protection of the environment from the affects of drilling operations. *Topics:* Environmental protection and marine pollution; contingency planning; in-house; industry; international; environmental assessment; Canada Lands; east coast offshore; environmental assessment and review process; environmental studies revolving fund; research and development; biological environment; northern environment; physical environment; physical oceanography; meteorology and climate studies; financial security.

INA/NAP-336 *Formerly Identified as:* INA/NAP-340
Land Management
Description: Information on the negotiation, issuing and administering of oil and gas exploration and production rights. *Topics:* Mineral rights on Canada Lands; financial accounting; production reports; oil and gas leases; mineral rights on public lands; mining leases; oil and gas leases; reservation of mines and minerals; royalties; titles; production evaluation; guaranty deposits; rights transfer.

INA/NAP-341 *Formerly Identified as:* INA/NAP-345
Policy Analysis and Co-ordination
Description: Information on the analysis, development and interpretation of policy with respect to the management of oil and gas exploration and development activities on Canada Lands. *Topics:* Provincial oil and gas issues; provincial negotiations; policy review.

INA/NAP-346 *Formerly Identified as:* INA/NAP-350
Resource Evaluation
Description: Information on the estimation of oil and gas reserves and potential on Canada Lands. *Topics:* Deep seabed resources; deep ocean mining; offshore mining; non-fuel minerals; mineral resource inventory; deep seabed resource management; shelf resources; shelf mining, ocean resources citation retrieval; geoscientific projects; scientific research; offshore; east coast.

INA/NAP-351 *Formerly Identified as:* INA/NAP-355
Engineering
Description: Information on the operational and occupational safety of drilling and developing activities on Canada Lands as it relates to the regulatory basis that governs equipment and procedures for drilling and production of oil and gas. *Topics:* Offshore operations; statistics; geological and geophysical reports; diving; drilling; pipelines and transportation; reservoir and reserve studies; offshore structures; technological developments; Ocean Ranger accident; investigations; Royal Commission.

INA/NAP-356 *Formerly Identified as:* INA/NAP-360
Regulation of Drilling Projects
Description: Information on the management and control of drilling and exploration projects across Canada. *Topics:* Survey applications; geophysical/geological reports; environmental studies; feasibility studies; well history reports.

INA/ADM-361 *Formerly Identified as:* INA/ADM-370
Buildings, Lands and Properties
Description: Includes the technical planning, design, construction, operation and maintenance of departmental facilities, energy conservation for buildings, utilities, electrical, gas, heating systems, garbage disposal, water and sewage systems; roads and bridges, site development and mobile equipment.

INA/ADM-366 *Formerly Identified as:* INA/ADM-375
Construction Consulting and Non-Consulting Services Contracts
Description: Information is included on construction and service contracts, and the hiring of consultants. *Topics:* Includes all aspects of construction, consulting, non-consulting service contracts; tendering and contract awards; contract claims and disputes; contract training.

INA/ADM-371 *Formerly Identified as:* INA/ADM-380
Technical Services
Description: Includes information on fire protection and prevention, construction safety, technical training, band/contract technical publications, aerial photoservices, mapping, capital assets, DRM 10-7, 10-3 publications and guideline designs. *Topics:* standards, guidelines and procedures governing technical management, e.g., project management services, technical systems, capital assets inventory, fire protection and prevention, construction safety, surveys, mappings, site planning, municipal services, buildings and roads, technical planning design, construction and operation maintenance.

INA/ADM-376 *Formerly Identified as:* INA/ADM-385
Management Practices
Description: Includes files and reports produced during projects to assess, develop or integrate management practices, processes and systems. *Topics:* Management practices; management processes; management systems.

INA/ADM-381 *Formerly Identified as:* INA/ADM-390
Communications
Description: Public (including media), interprogram, interdepartmental, intergovernmental information and briefing materials; communications planning, evaluation, strategy development and programming. *Topics:* Communications plans, policies, studies, evaluation, programs, meetings and contracts; publications; government/departmental communications guidelines, services, requirements; special communications events; media evaluations; public, media and government requests for information; communications planning for Cabinet; information on departmental mandates, objectives, programs and activities.

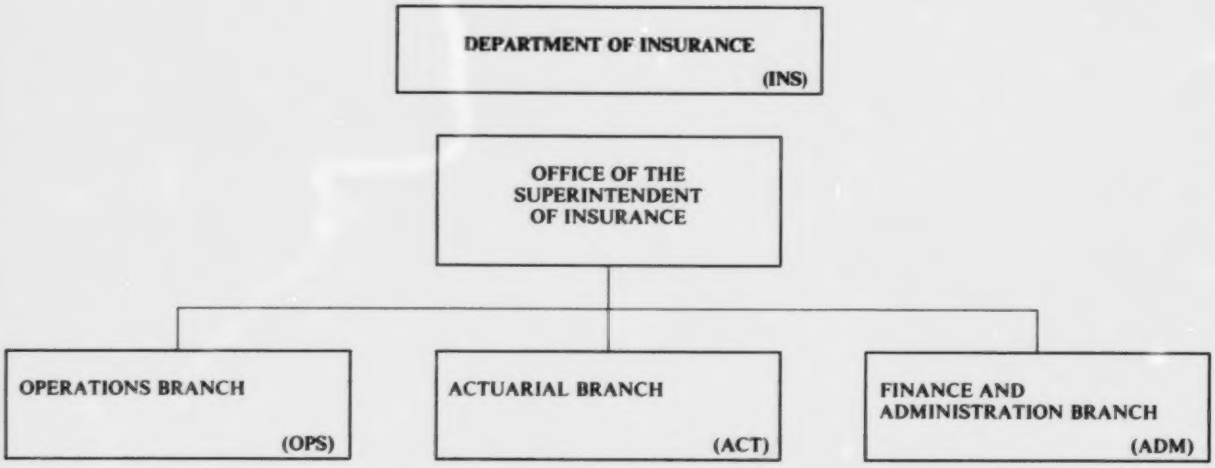
Deleted Classes of Records

INA/CPS-005	Policy Development
INA/CPS-010	Policy Planning
INA/CPS-015	Policy Co-ordination
INA/CPS-020	Intergovernmental Affairs
INA/CPS-040	Research
INA/IIA-135	Manitoba Resource Development Impacts
INA/ONC-365	Native Claims

DEPARTMENT OF INSURANCE

Chapter 51

DEPARTMENT OF INSURANCE


DEPARTMENT OF INSURANCE
(INS)
OFFICE OF THE SUPERINTENDENT OF INSURANCE
OPERATIONS BRANCH
(OPS)
ACTUARIAL BRANCH
(ACT)
FINANCE AND ADMINISTRATION BRANCH
(ADM)

005 Financial Institutions

010 Pension Plans Subject to Pension Benefits Standards Act
015 Actuarial Services Provided to Other Departments — Government Insurance and Pension Plans
020 Actuarial Advice Provided to Revenue Canada — Employer-Sponsored Pension Plans
025 Actuarial Advice Provided to Revenue Canada — Maximum Tax Actuarial Reserves

030 Civil Service Insurance
035 Premium Tax

SENIOR ADMINISTRATIVE OFFICER
FINANCE AND
ADMINISTRATION BRANCH
7th FLOOR
JACKSON BUILDING
122 BANK STREET
OTTAWA, ONTARIO
K1A 0H2

DEPARTMENT OF INSURANCE

Overall Responsibilities

The Department is responsible for the supervision of federally registered or licensed insurance, trust, loan and investment companies, fraternal benefit societies, and co-operative credit societies. It also supervises employer-sponsored pension plans that are subject to the *Pension Benefits Standards Act*. These are plans related to employment under federal jurisdiction, or to work, an undertaking, or business of a local or private nature in the Yukon Territory or the Northwest Territories.

The Department is responsible for the provision of extensive actuarial services in connection with the Canada Pension Plan. It is responsible for providing actuarial advice to Revenue Canada as required by Section 20(1)(s) of the *Income Tax Act* with respect to funding of actuarial deficiencies under pension plans approved for income tax purposes. It also provides actuarial advice to Revenue Canada with respect to maximum tax actuarial reserves of life insurance companies and fraternal benefit societies. In addition, the Department provides services and advice concerning actuarial aspects of programs administered or proposed by other departments and in particular provides the extensive required actuarial services in connection with the valuation, administration and planning of all other government insurance and pension programs, except Unemployment Insurance and Government Annuities.

Laws and Regulations

The Department administers the following Acts:

- Canadian and British Insurance Companies Act
- Foreign Insurance Companies Act
- Trust Companies Act
- Loan Companies Act
- Co-operative Credit Associations Act
- Investment Companies Act
- Pension Benefits Standards Act
- Civil Service Insurance Act
- Part I, Excise Tax Act

Major Publications

Reports of the Superintendent of Insurance for Canada:

- Property and Casualty Insurance Companies
- Life Insurance Companies and Fraternal Benefit Societies
- Trust and Loan Companies
- Co-operative Credit Associations

Reports contain information on the financial condition and affairs of supervised companies. Reports are available in Canada through authorized bookstore agents of Supply and Services Canada and other bookstores, or by mail from the Canadian Government Publishing Centre, Supply and Services Canada, Ottawa, Ontario, Canada, K1A 0S9.

Major Data Sources

The financial data, from which the information in the reports referred to above is prepared, is available to the public via computer media access.

Data on the results of at least the three most recent years of operation can be obtained either through the purchase of computer tapes or by the direct access of the data through the facilities of I.P. Sharp Associates Limited time-sharing system. The data bank is updated annually, about the middle of July, to include the results of operations for the year ending the previous December 31.

Further information may be obtained directly from I.P. Sharp Associates Limited. Enquiries should be directed either to

I.P. Sharp Associates Limited
Suite 1900
2 First Canadian Place
Toronto, Ontario
M5X 1E3
Telephone: (416) 364-5361

I.P. Sharp Associates Limited
Suite 600
265 Carling Avenue
Ottawa, Ontario
K1S 2E1
Telephone: (613) 236-9942

I.P. Sharp Associates Limited
Suite 1610
555 Dorchester Boulevard West
Montréal, Québec
H2Z 1B1
Telephone: (514) 866-4981

or to

Department of Insurance Canada
Ottawa, Ontario
K1A 0H2

Access Procedures

Enquiries concerning the administration of the *Access to Information Act* by the Department should be addressed to

Senior Administrative Officer
Finance and Administration Branch
7th Floor
Jackson Building
122 Bank Street
Ottawa, Ontario
K1A 0H2

Operations Branch

This branch involves the supervision of companies, including periodic on-site examination of books and records of federally registered or licensed insurance, trust, loan and investment companies, fraternal benefit societies and co-operative credit societies.

Examinations, other technical services and advice are provided to the Canada Deposit Insurance Corporation and, by agreement, similar service is provided to certain provincial jurisdictions concerning provincially incorporated companies. As part of the examination program, reviews are made of the corporate income tax returns of insurance companies, and reports are made to Revenue Canada on any significant findings.

Actuarial Branch

This branch provides actuarial services and advice to other government departments and performs extensive actuarial services in the evaluation of government insurance and pension programs, including the employer pension plans relative to employment under federal jurisdiction.

Finance and Administration Branch

This branch administers the *Civil Service Insurance Act* and Part I of the *Excise Tax Act*. Under the *Civil Service Insurance Act*, life insurance was made available by the government to public servants on a voluntary basis until 1954. Current activities involve receipt of premiums on premium-paying policies; correspondence with policy holders regarding changes of beneficiary, mode of payment, etc; and processing of death claims and cash surrender values. Under Part I of the *Excise Tax Act*, a ten percent premium tax is imposed on certain insurance premiums paid to unauthorized insurers, and to authorized insurers through brokers outside Canada.

Classes of Records

INS/OPS-005
Financial Institutions
Description: Information on incorporation and registration, financial statements, financial analysis and examination of companies, exchanges of correspondence with companies and with provincial jurisdictions, complaints and enquiries, and related data banks and software. *Topics:* Insurance companies; fraternal benefit societies; trust companies; loan companies; investment companies; co-operative credit societies. *Retrievability:* Files arranged by company name. *Storage Media:* Paper and EDP systems.

INS/ACT-010 *Formerly Identified as:* INS/OPS-010
Pension Plans Subject to Pension Benefits Standards Act
Description: Records related to registration of plans, correspondence regarding annual information returns, funding and examination of plans, liaison with provincial authorities, enquiries regarding plans, and related valuation data bank and software. *Topics:* Pension plans subject to *Pension Benefits Standards Act*. *Retrievability:* Files arranged by employer name. *Storage Media:* Paper and EDP systems.

INS/ACT-015
Actuarial Services Provided to Other Departments — Government Insurance and Pension Plans
Description: Records related to actuarial valuations and cost estimates of government insurance and pension plans, including related data banks and software. *Topics: Public Service Superannuation Act;* Public Service Superannuation Death Benefit; reciprocal transfer agreements; *Supplementary Retirement Benefit Act; Canadian Forces Superannuation Act;* regular forces death benefit; *RCMP Superannuation Act;* RCMP (dependants) pension fund; *Members of Parliament Retirement Allowance Act; Judges Act; Veterans Insurance Act; Returned Soldiers Insurance Act; Civil Service Insurance Act;* Halifax relief pensions; Canada Pension Plan; and miscellaneous requests for actuarial calculations. *Retrievability:* Files arranged by plan. *Storage Media:* Paper and EDP systems.

INS/ACT-020
Actuarial Advice Provided to Revenue Canada — Employer-Sponsored Pension Plans
Description: Records related to statutory actuarial advice given to Revenue Canada, under the *Income Tax Act* (Section 20(1)(s)) regarding employer past-service contributions to pension plans. *Topics:* Advice under the *Income Tax Act*. *Retrievability:* Plans are assigned a number on receipt from Revenue Canada, and filed numerically. *Storage Medium:* Paper.

INS/ACT-025
Actuarial Advice Provided to Revenue Canada — Maximum Tax Actuarial Reserves
Description: Records of actuarial advice given to Revenue Canada on maximum tax actuarial reserves of life insurance companies and fraternal benefit societies. *Topics:* Maximum tax actuarial reserves. *Retrievability:* By company name. *Storage Medium:* Paper.

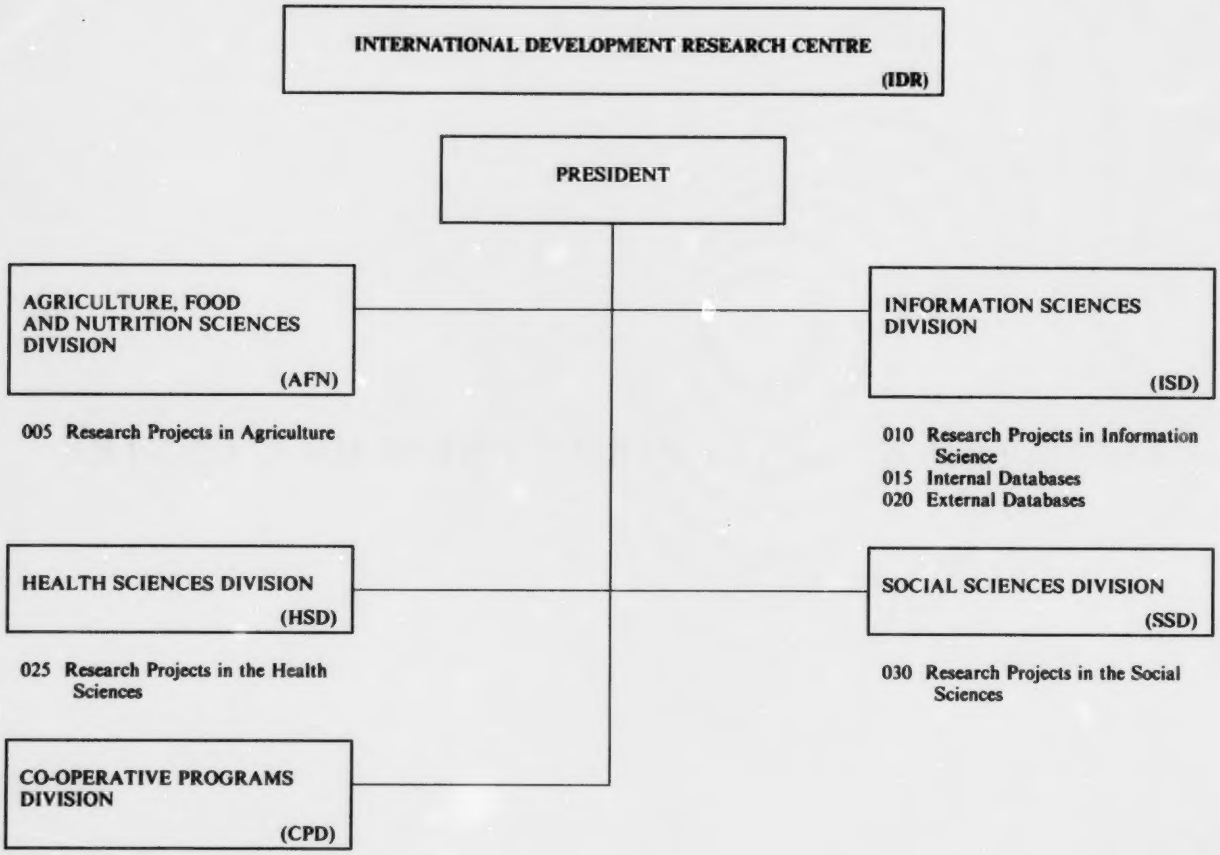
INS/ADM-030
Civil Service Insurance
Description: Records of holders of life insurance policies issued under the *Civil Service Insurance Act*. (Issuance of new policies was discontinued with the introduction of the Supplementary Death Benefit Plan in 1954.) *Topics:* Policies in force; death claims; surrenders; and premium records. *Retrievability:* Policies in force filed by policy number with cross-reference alphabetical index; death claims and surrenders filed by death claim or surrender number and cross-referenced to policy number; and premium records filed by policy number. *Storage Media:* Paper; details of terminated policies stored on microfilm by policy number.

INS/ADM-035
Premium Tax
Description: Records on collection of ten percent premium tax imposed under the *Excise Tax Act* (Part I) on certain insurance premiums paid to authorized insurers through brokers outside Canada, or to unauthorized insurers for coverage on risks in Canada. *Topics:* Authorized insurers, brokers or agents, and insureds. *Retrievability:* Files arranged alphabetically; insured records — alphabetically by year. *Storage Medium:* Paper.

INTERNATIONAL DEVELOPMENT RESEARCH CENTRE

Chapter 52

INTERNATIONAL DEVELOPMENT RESEARCH CENTRE



INTERNATIONAL DEVELOPMENT RESEARCH CENTRE
(IDR)

PRESIDENT

AGRICULTURE, FOOD AND NUTRITION SCIENCES DIVISION
(AFN)

005 Research Projects in Agriculture

INFORMATION SCIENCES DIVISION
(ISD)

010 Research Projects in Information Science
015 Internal Databases
020 External Databases

HEALTH SCIENCES DIVISION
(HSD)

025 Research Projects in the Health Sciences

SOCIAL SCIENCES DIVISION
(SSD)

030 Research Projects in the Social Sciences

CO-OPERATIVE PROGRAMS DIVISION
(CPD)

035 Research Projects between Canadian and Developing Country Institutions

ACCESS TO INFORMATION
CO-ORDINATOR
INTERNATIONAL DEVELOPMENT
RESEARCH CENTRE
P.O. BOX 8500
OTTAWA, ONTARIO
K1G 3H9

INTERNATIONAL DEVELOPMENT RESEARCH CENTRE

Background

The International Development Research Centre (IDRC) was established by the Parliament of Canada in 1970 as an autonomous public corporation to stimulate and support research for the benefit of developing countries. Research supported by the Centre is directed at adapting and applying science and technology in fields that directly affect the day-to-day lives of people; for example, agriculture, nutrition, education, health services, the effect of technological change on traditional society, population, tropical diseases and water supplies.

The great majority of IDRC-supported projects are aimed at improving the quality of life in the rural areas of developing countries. Three-quarters of the people live in these areas, yet they are usually the last to benefit from the advances of science and technology. IDRC also supports programs that will help developing regions build both human and institutional capacity for bringing the methods of scientific enquiry to bear on the solution to their own problems.

Building a strong local base for future research is another important objective of most Centre-supported projects. Every effort is made to provide opportunities for both junior and senior researchers to broaden their experience through further specialized study or practical on-the-job training or both.

Laws and Regulations

- International Development Research Centre Act, 1970
- General Bylaw of the IDRC

Overall Responsibilities

The International Development Research Centre initiates, encourages, supports and conducts research into the problems of the developing regions of the world and into the means of applying and adapting scientific, technical and other knowledge to the economic and social advancement of those regions. Its research activities are carried out by five program divisions. A brief description of each division's area of concentration follows.

Organization

The IDRC's headquarters are in Ottawa, where it has an international staff. Regional offices in Asia (Singapore and New Delhi), East Africa (Nairobi), West Africa (Dakar), Latin America (Bogota) and the Middle East (Cairo) link Ottawa with the researchers and policy makers of the developing countries, encourage and assist the development of research proposals, and monitor ongoing projects within their regions.

The IDRC's 21-member Board of Governors is appointed by the Canadian government. Under the *International Development Research Centre Act*, the chairman, vice chairman, and nine other governors must be Canadian citizens; the other ten are non-Canadians. In 1985, six non-Canadian governors were from developing countries.

The president of the Centre holds the rank of deputy minister and is responsible to Parliament through the Minister designated for that purpose by the Governor-in-Council (currently the Secretary of State for External Affairs). He or she is assisted in the Centre's operations by a management committee composed of all officers appointed by the Board of Governors and a president's committee composed of the four vice-presidents.

Agriculture, Food and Nutrition Sciences Division

This division's emphasis is on crops, farming systems, and reforestation in arid and semi-arid lands. It also supports research on food crops that in the past have been neglected, such as root crops, food legumes, and oilseeds; agro-forestry, the combination of trees with food crops; multiple cropping systems; improvement of pasture lands; use of agricultural wastes and by-products in animal feed; fish farming and shellfish culture; post-production systems of protection, processing, and distribution of cereal grains, root crops, legumes, fish, fruits, and vegetables; and the needs of the rural family.

Information Sciences Division

This division co-operates with United Nations agencies to establish worldwide information systems (for agricultural sciences and population policy) and assist developing countries to participate in such systems. It also supports the creation of specialized information centres on subjects of interest for development (e.g., particular crops, irrigation technology and sanitation for rural areas); improvement of industrial extension services; development-related communications research; improvement of library services; and provides an internal library and computerized information service to IDRC and the Canadian development community.

Health Sciences Division

This division concentrates its support on five program areas: biological and environmental control of some major tropical diseases; techniques to improve water supply systems and sanitation in rural areas and peripheral urban squatter settlements; safer and more effective methods of fertility regulation; evaluation of the rural health care delivery system; and occupational health.

Social Sciences Division

This division concentrates on research to ease the process of modernization and change, especially in rural areas; formation of appropriate science and technology policies; investigation of the effectiveness of traditional and non-traditional education systems; studies of the determinants of population change and its effects on social and economic development; and research leading to more efficient management of development activities.

Co-operative Programs Division

This division was established in 1980 in response to the need for greater access to research expressed by the developing countries at the United Nations Conference on Science and Technology for Development. The main aim of this program is to promote collaboration between research groups in the developing countries and their counterparts in the Canadian scientific community, whether academic, governmental or private. By providing increased opportunities for developing country researchers to work with Canadian research institutions, the program will strengthen the scientific and technological capacity of the participating third world institutions. By establishing channels of communication among scientists, it is designed to improve the transfer of research results.

Communications Division

The Centre has always placed considerable importance on the publication and dissemination of research results. The Centre's Communications Division produces a wide range of technical and scientific materials for worldwide distribution, particularly in the developing countries. It also produces more general materials to inform the public about the work of the Centre. Catalogues of all current IDRC publications and films are available on request.

All of the activities of the IDRC are supported by the services of the Office of the Secretary and General Counsel, the Office of the Comptroller General and Treasurer, the Office of the Director of

Human Resources, and the Office of the Director of Planning and Evaluation.

General Information

The Public Affairs Unit of the Communications Division receives enquiries from the public for information about the IDRC and general development issues. The library and computerized information service respond to the more specific information needs of Centre staff and the larger Canadian development community. For general information, please contact

Public Affairs Unit
International Development Research Centre
60 Queen Street
P.O. Box 8500
Ottawa, Ontario
K1G 3H9
Telephone: (613) 236-6163
Telex: 053-3753

Access Procedures

All formal requests under the *Access to Information Act* should be directed to

Access to Information Co-ordinator
International Development Research Centre
60 Queen Street, 15th Floor
P.O. Box 8500
Ottawa, Ontario
K1G 3H9
Telephone: (613) 236-6163

Agriculture, Food and Nutrition Sciences Division

This division is responsible for encouraging and supporting research projects for the benefit of rural peoples in the third world. The semi-arid regions of the developing world are the principal concern of much of the division's research support. It has emphasized the importance of a systematic approach to research, and it stresses the need both to consult and co-operate with the people whom the research is intended to benefit.

Information Sciences Division

The main thrust of this division is to make grants for the establishment of better information systems, tools and services to meet the needs of scientists, technologists and officials in the developing countries. In its support for information projects in such fields as agriculture, health, population, education, and economic planning the division is closely involved in the work of the Centre's other four program divisions. In addition to its research program area the division also maintains the Centre's library, whose collection is available to the public; a MINISIS computer group; and a small micrographics unit.

Health Sciences Division

The overall goal of this division is to help the developing nations to provide a better standard of health for their people. It concentrates on areas where it is felt that project funds will provide the maximum impact and help stimulate local research capability. The division maintains worldwide links with other international agencies to ensure that its research results are shared. It also participates in major international research efforts with organizations such as the United Nations Development Program (UNDP), World Bank and World Health Organization (WHO).

Social Sciences Division

The Centre is fundamentally concerned with supporting research aimed at better meeting people's essential needs, particularly in the rural areas of developing countries. In the broadest terms, the role of this division is to help societies gain, through research, a deeper understanding of the processes of development and the effects of these processes on people and social institutions. As such understanding grows, problems and solutions can be more clearly identified, and effective policies formulated to contain them.

Co-operative Programs Division

The main concern of this division is the promotion of research collaboration between research groups in Canada and in the developing world. It offers support for co-operative research in any subject area whose importance to developing countries is established and in which Canadian expertise is recognized.

Classes of Records

IDR/AFN-005
Research Projects in Agriculture
Description: Information on development and support of agricultural research. *Topics:* Crop and animal production systems; fisheries; forestry; post-production systems; and agricultural economics.

IDR/ISD-010
Research Projects in Information Science
Description: Information on development and support of information systems. *Topics:* Science and technology information; socio-economic information; information tools and methods; co-operative programs; and information activities within the Centre.

IDR/ISD-015
Internal Databases
Description: Computerized bibliographic information on development issues, socioeconomic planning, the delivery of low-cost rural health care, and a record of all IDRC projects. *Topics:* BIBLIO (records of library holdings); DEVSIS (development sciences information system); SALUS (rural health care bibliography); PINS (project information system).

IDR/ISD-020
External Databases
Description: Information on external databases made available through the library. *Topics:* Computerized bibliographic databases created and maintained by the Food and Agricultural Organization (FAO), International Labour Office (ILO), UNESCO, United Nations Industrial Development Organization (UNIDO) or other international organizations.

IDR/HSD-025
Research Projects in the Health Sciences
Description: Information on development and support of health projects. *Topics:* Water supply and sanitation; maternal and child health; tropical and infectious diseases; and occupational health and environmental toxicology.

IDR/SSD-030
Research Projects in the Social Sciences
Description: Information on development and support of social science research. *Topics:* International, national and regional research institutions; science, technology and energy policy program; economic and rural development program; population and development research; urban policy; and education programs.

IDR/CPD-035
Research Projects between Canadian and Developing Country Institutions
Description: Information on development and support of collaborative research. *Topics:* Research funding; scientific exchanges; institutional links; international relations.

INVESTMENT CANADA AGENCY

Chapter 53

INVESTMENT CANADA AGENCY

INVESTMENT CANADA AGENCY (ICA)

PRESIDENT (PRO)

115 Cabinet Matters

INVESTMENT REVIEW DIVISION (REV)

120 Review of Applications
125 General
130 Third-Party Representations

INVESTMENT DEVELOPMENT DIVISION (DEV)

165 Co-operation and Liaison — Federal
170 Co-operation and Liaison — Provincial
175 General
180 Investment Services — General
185 Investment Services — Inquiries
190 Investment Services — Programs
195 Communications
200 Promotions
205 Conferences and Meetings

INVESTMENT RESEARCH AND POLICY DIVISION (IRP)

210 Acts and Legislation
215 Market Research
220 Co-operation and Liaison with International Organizations
225 Consultations
230 Foreign Investment in Other Countries
235 Investment Canada Act — General
240 Industrial Sectors
245 Parliamentary Matters
250 General
255 Industrial and Corporate Research
260 NICH

CORPORATE SECRETARY DIVISION (COS)

135 Notices
140 Non-status Opinions
145 Companies
150 Compliance with Notification/Review Requirements
155 Investment Canada Act
160 Status Opinions

CORPORATE SERVICES DIVISION

ACCESS TO INFORMATION CO-ORDINATOR
INVESTMENT CANADA AGENCY
P.O. BOX 2800
POSTAL STATION D
OTTAWA, ONTARIO
K1P 6A5

INVESTMENT CANADA AGENCY

Background

Section 6 of the *Investment Canada Act* which came into force on July 1, 1985, established the Investment Canada Agency to advise and assist the Minister responsible for the administration of the Act. The responsible Minister is the Minister of Regional Industrial Expansion. Investment Canada's role is one of active promotion of new investment by Canadians and non-Canadians while assisting the Minister in ensuring that significant investments by non-Canadians are beneficial to Canada. Investment Canada has an overall federal co-ordination role with respect to investment in Canada and is also responsible for policy and research in relation to investment development. The Agency is intended to serve as a federal focal point for services to facilitate investment and is to complement the activities of other departments through a lead role in the preparation and co-ordination of promotional material and advertising. It is also responsible for the regulatory requirements of the *Investment Canada Act*.

Laws and Regulations

- Investment Canada Act

Overall Responsibilities

The program objective of Investment Canada is to contribute to Canada's economic growth by being a catalyst and the focal point for public and private efforts to foster increased investment which benefits Canada. The current Investment Program consists of one activity, which is broken down into sub-activities: encouraging and promoting investment in Canada including policy development and research; determining the reviewability of investments; assessing proposals and monitoring performance; and administration.

Organization

Investment Canada is headed by a chief executive officer (President) who is appointed by the Governor in Council and is responsible to the Minister for the work of the Agency. The Agency has five operational units: the Investment Development Division, the Investment Review Divison, the Investment Research and Policy Divison, the Corporate Secretary Division and the Corporate Services Divison.

General Information

The Agency is located on the 5th Floor West, 240 Sparks Street, Ottawa, Ontario.

Key Contacts

Enquiries of a specific nature on various aspects of the administration of the Act should be addressed to the senior officers of the Agency listed below.

Investment Development Division

Vice President
Investment Development Division
P.O. Box 2800
Postal Station D
Ottawa, Ontario
K1P 6A5
Telephone: (613) 995-9455

Investment Review Division

Vice President
Investment Review Division
P.O. Box 2800
Postal Station D
Ottawa, Ontario
K1P 6A5
Telephone: (613) 995-9452

Corporate Secretary Division

Corporate Secretary
P.O. Box 2800
Postal Station D
Ottawa, Ontario
K1P 6A5
Telephone: (613) 992-5478

Investment Research and Policy Division

Vice President
Investment Research and Policy Division
P.O. Box 2800
Postal Station D
Ottawa, Ontario
K1P 6A5
Telephone: (613) 996-2728

Corporate Services Division

Director
Corporate Services Division
P.O. Box 2800
Postal Station D
Ottawa, Ontario
K1P 6A5
Telephone: (613) 995-9603

Access Procedures

Requests under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator
Investment Canada Agency
P.O. Box 2800
Postal Station D
Ottawa, Ontario
K1P 6A5
Telephone: (613) 995-6579

President's Office

The president has the responsibility for the administration of the *Investment Canada Act*, as well as the personnel, financial and administrative services.

Investment Development Division

The division is responsible for promoting and facilitating investment in Canada; developing general and targetted promotional strategies and activity plans both domestically and internationally; acting as a focal point for federal/provincial and private sector efforts to promote investment; creating an awareness of Canada's new investment climate and of the services available to investors from Investment Canada and federal trade offices at home and abroad; and providing information, guidance and assistance to potential investors in their efforts to invest in Canada. The division is composed of three sections: Investment Services, Investment Promotion and Communications.

Investment Review Division

The division is responsible for identifying potentially reviewable transactions; reviewing and assessing investment proposals to determine net benefit to Canada; and ensuring that formal plans and undertakings given by investors are carried out.

Corporate Secretary Division

The division is responsible for receiving all notices and applications to ensure conformity with the Act and Regulations, preparing ministerial opinions and responding to enquiries relating to the interpretation and application of the Act.

Investment Research and Policy Division

The division is responsible for contributing to the formulation of policy options and advising on the impact of policies and programs on Canada's investment position and its objectives to support the federal effort to encourage and facilitate investment that contributes to economic growth and job creation. The division identifies and responds to the Agency's needs for strategic analysis and intelligence with respect to investment review and investment development activities. Also, the division has responsibility for developing and enhancing communication channels and liaison required for effective exchange of strategic, commercial or economic information and intelligence — whether internal to the Agency, interdepartmentally, or with the provinces and the private sector — on matters relating to investment.

Corporate Services Division

The division is responsible for providing advice and guidance to Agency management in the areas of human resource management, co-ordination of strategic and operational planning, financial planning, administrative and computer services and program evaluation.

Classes of Records

Information contained in these records may be privileged pursuant to subsection 24(1) of the *Access to Information Act* and section 36 of the *Investment Canada Act*.

ICA/PRO-115
Cabinet Matters (New)
Description: Information on policy and procedures for making recommendations to the Minister and cabinet. *Topics:* Decisions of the Minister as to whether an investment is likely to be of net benefit to Canada, deemed ministerial decisions; ministerial documentation.

ICA/REV-120
Review of Applications (New)
Description: Information on the review of non-Canadian investment proposals — a complete record of the review of each non-Canadian investment proposal, from the submission of an application to the Minister's decision whether or not the investment is likely to be of net benefit to Canada; in the case of investments that the Minister has decided are likely to be of net benefit to Canada, a record of investor performance with respect to plans and undertakings. *Topics:* Application in prescribed form; subsequent correspondence with investors, including revised plans and undertakings; consultations with relevant provincial governments and federal departments; third-party representations; statutory documentation to the Minister; advice, including recommended courses of action to the Minister; results of monitoring the performance of investor's plans and undertakings, including the renegotiation of plans and undertakings that have not been fulfilled. *Retrievability:* Files arranged by non-Canadian investor (individual, company, partnership, joint venture, government or agency of a foreign country).

ICA/REV-125
General (New)
Description: General information pertaining to the Investment Review Division. *Topics:* General; weekly staff meetings.

ICA/REV-130
Third-Party Representations (New)
Description: Information on representations made to the Agency by parties not directly involved in an investment transaction who wish to express views or concerns about investments that may not be subject to the Act; in the case of business takeovers, bids by alternative buyers. *Topics:* Takeover bids; investments relating to national identity or cultural heritage. *Retrievability:* Files arranged by individuals, companies, partnerships, joint ventures, government or agency of foreign governments. Third-party representations are indexed alphabeticallly, by standard industrial classification (SIC) code and industrial activity.

ICA/COS-135
Notices (New)
Description: Information concerning the notification of investments by non-Canadians — a complete record of the notification of each non-Canadian investment, from the submission of a notice to the issuance of a receipt by the Agency. *Topics:* Notices in prescribed form; subsequent correspondence with investors; consultations with relevant provincial governments and federal departments concerning investments related to Canada's cultural heritage or national identity; statutory receipts; orders for the review of investments relating to Canada's cultural heritage or national identity. *Retrievability:* Files arranged by non-Canadian investor (individual, company, partnership, joint venture, government or agency of a foreign country).

ICA/COS-140
Non-Status Opinions (New)
Description: Views and opinions of the Agency, and related information, on the applicability of the provisions of the Act, regulations and interpretation notes, in response to written requests submitted by one or more parties to an investment. *Topics:* Corporate reorganization; acquisition of control; joint ventures; partnerships; indirect acquisitions; oil and gas properties and mining properties; business and Canadian business; calculation of thresholds; step transactions; absolute rights. *Retrievability:* Files arranged by name of the applicant for the opinion (individual, company, partnership, joint venture, government or agency of a foreign country).

ICA/COS-145
Companies (New)
Description: Information on investors whose business activities, plans and intentions may come under the purview of the Act. *Topics:* Draft applications; surveillance activities; review considerations; business activites, including plans and intentions; business information reports; corporate financial statements and annual reports. *Retrievability:* Files arranged by individual and company.

ICA/COS-150
Compliance with Notification/Review Requirements (New)
Description: Information on the determination of the need for the notification or review of investments by non-Canadians; also the periodic monitoring of investments which the Minister is satisfied are likely to be of net benefit to Canada; and compliance with the Minister's decisions that an investment is not likely to be of net benefit to Canada. *Topics:* Investment notices and applications in prescribed form; certificates of receipt; subsequent correspondence with investors; investor compliance with plans and undertakings; investor compliance with Minister's decision that he or she is not satisfied that investment is likely to be of net benefit to Canada; advice concerning recommended courses of action to the Minister; court injunctions and other remedies under the Act. *Retrievability:* Files arranged by non-Canadian investor (individual, company, partnership, joint venture, government or agency of a foreign country).

ICA/COS-155
Investment Canada Act (New)
Description: Background on the Investment Canada Bill, information on the interpretation and application of various sections of the Act and Regulations; information on the development of procedures to implement the provisions of the Act; the development and formulation of guidelines for issue by the Minister under the authority of the Act. *Topics:* Consultations on the Investment Canada Bill; parliamentary

debates; Bill C-15 at the Committee Stage; proposed amendments to the Bill; administration of the Act (regulations and guidelines); transition stage from the *Foreign Investment Review Act* to the *Investment Canada Act;* feedback on the new Bill; pre-filing meetings; undertakings; third party representations; feedback to investors during the review process; net benefit; monitoring of investments; related business; terms and conditions for the venture capital exemption; defunct business; part of a business capable of being carried on as a separate business; business; all or substantially all of the assets; business activities related to national identity or cultural heritage; notification and application forms; statutory time periods; notification of ministerial decision or deemed ministerial decision.

ICA/COS-160
Status Opinions (New)
Description: Ministerial opinions and related information as to whether or not an investor is a Canadian as defined in the Act. *Topics:* Status opinions — rules respecting control of entities; trusts; corporations deemed to be Canadian; equal ownership of a corporation; transitory provisions concerning *Foreign Investment Review Act* eligibility opinions. *Retrievability:* Files arranged by non-Canadian investor (individual, company, partnership, joint venture, government or agency of a foreign corporation).

ICA/DEV-165
Co-operation and Liaison — Federal (New)
Description: Consultations with other federal departments and agencies regarding non-Canadian investment proposals that are reviewable under the Act, and matters pertaining to investment and the development and promotion of investment. *Topics:* Procedures for consultation between the Agency and other federal departments; departmental considerations and guidelines for handling reviewable cases; federal industrial and economic policies and initiatives; departmental responses concerning Bill C-15 and the *Investment Canada Act;* views on federal initiatives that may affect investment or the Agency's activiites. *Retrievability:* Files arranged by department or agency.

ICA/DEV-170
Co-operation and Liaison — Provincial (New)
Description: Consultation with the provinces and territories on investments that are reviewable under the Act, and on matters pertaining to the development and promotion of investment. *Topics:* Procedures for consultation between the Agency and the provinces and territories; provincial and territorial laws and regulations affecting investment; provincial and territorial industrial and economic policies and objectives; provincial and territorial views on Bill C-15, the *Investment Canada Act* and the administration of the Act. *Retrievability:* Files arranged by province or territory.

ICA/DEV-175
General (New)
Description: Information concerning relations with the provinces and territories and with other federal government departments and agencies. *Topics:* Relations with each of the provinces and territories; relations with the Department of Employment and Immigration, the Department of Communications, the Department of Regional Industrial Expansion and the Department of External Affairs; steering committee; Federal-Provincial Regional Development Minister Conference; investment counsellor. *Retrievability:* Files arranged by province or territory and by government department or agency. Steering committee, Federal-Provincial Regional Development Minister Conference and investment counsellor are arranged separately.

ICA/DEV-180
Investment Services, General (New)
Description: Information on services provided by Investment Development, including internal and operational matters relating to the administration of the investment counselling centre. *Topics:* General; brokerage/matchmaking; alternative Canadian buyers; information and training sessions, information dissemination; data base, contact list; networking; seminars, conventions; policies and procedures.

ICA/DEV-185
Investment Services, Inquiries (New)
Description: Correspondence, work in progress, memoranda, etc., relating to oral or written inquiries on investment in Canada. *Topics:* Application of the *Investment Canada Act* to a particular investment proposal; how to do business in Canada; financial incentive programs; access to capital or transfers of technology. *Retrievability:* Files arranged primarily by types of investors and by location or source of investment.

ICA/DEV-190
Investment Services, Programs (New)
Description: Correspondence, information, meetings, etc. relating to governmental programs, including financial incentive programs. *Topics:* General; federal government departments, agencies and Crown corporations; municipal government departments; provincial government departments; international governmental program. *Retrievability:* Files arranged according to branch of government.

ICA/DEV-195
Communications (New)
Description: Information regarding communications and advertising at the foreign and domestic levels. *Topics:* Communications strategy for Canada and abroad; advertisements in business magazines, periodicals and newspapers; advertising management group; professional services; requests for information kits, etc.

ICA/DEV-200
Promotions (New)
Description: Information concerning general promotion programs throughout the world. *Topics:* General programs in Europe, U.S.A., Far East, Canada and the rest of the world. *Retrievability:* Files arranged by geographic area.

ICA/DEV-205
Conferences and Meetings (New)
Description: Information on participation by the Minister and officials of the Agency in conferences, meetings, symposia and seminars in which investment in Canada is a topic, including speeches by the Minister and senior Agency officials. *Topics:* Investment in Canada; speaking engagements, seminars, trade fairs and missions in Canada, U.S.A., Europe, Pacific Rim and rest of the world. *Retrievability:* Files arranged by individual, conference or meeting.

ICA/IRP-210
Acts and Legislation (New)
Description: Information on existing and proposed legislation that may have implications for the administration of the *Investment Canada Act*. *Topics:* Access to Information Act; Privacy Act; Bank Act; Canada Business Corporations Act; Combines Investigation Act; Income Tax Act; Insurance Companies Act; Technology Transfer Agreement Act; Trademarks Act.

ICA/IRP-215
Market Research (New)
Description: Information concerning market research analysis and information gathering services. *Topics:* General; lists of library materials; communications with the U.S. regarding promotional materials, special projects.

INVESTMENT CANADA AGENCY

ICA/IRP-220
Co-operation and Liaison with International Organizations (New)
Description: Information on consultations with international organizations, primarily the Organization for Economic Co-operation and Development (OECD) and the United Nations, which have an active interest in the field of investment. *Topics:* OECD committees — International Investment and Multinational Enterprises, including the OECD Guidelines for Multinational Enterprises, Restrictive Business Practices, Invisible Transactions, Fiscal Affairs, Science, Technology and Industry, Economic Policy; United Nations — Commission on Transnational Corporations, Code of Conduct for Transnational Corporations; UN Center For Transnational Corporations. *Retrievability:* Files arranged by organization or committee.

ICA/IRP-225
Consultations (New)
Description: Information on consultations with business, industry and law associations; committees; Royal Commissions; task forces, etc. on Canadian investment policies and initiatives and the administration of the Act. *Topics:* Application and provisions of the Act; levels of investment in Canada; industry sector policies and initiatives. *Retrievability:* Files arranged by organization or association.

ICA/IRP-230
Foreign Investment in Other Countries (New)
Description: Information on the provisions of foreign countries to monitor, regulate or prohibit foreign investment; the importance of foreign investment in Canada by major exporting countries as well as Canadian investments abroad. *Topics:* Foreign investment laws, procedures and policies of other countries; foreign countries' views on Canada's approach to foreign investment; briefings for ministers and officials visiting foreign countries or meeting with foreign government officials or representatives of foreign companies; interdepartmental briefings on the activities of foreign countries that relate to foreign investment. *Retrievability:* Files arranged by country.

ICA/IRP-235
Investment Canada Act — General (New)
Description: Information on the rationale underlying the development of the statutory provisions and regulations of the Act, and ministerial guidelines and interpretation notes issued under the authority of the Act. *Topics:* Consultations with government departments and agencies, and the private sector; Parliamentary debates; Bill C-15; Proclamation of the Act; related business guidelines; communications plan, including briefings for the provinces, and various private sector organizations and associations; administrative procedure guidelines.

ICA/IRP-240
Industrial Sectors (New)
Description: Industrial analyses; market profiles; government policies and initiatives on various industries and industrial sectors. *Topics:* Mining; oil and gas; uranium; coal; agriculture; forestry; fisheries; manufacturing industries; service industries; finance and banking. *Retrievability:* Files arranged by industry or industrial sector.

ICA/IRP-245
Parliamentary Matters (New)
Description: Information on questions directed by Members of Parliament to the Minister responsible for the administration of the Act about all aspects of investment in Canada; specific investment proposals which may be or have been before the Agency, as well as questions on the general administration of the Act. *Topics:* Written questions from the House of Commons and responses; anticipated questions from the House of Commons and responses; annual report to Parliament.

ICA/IRP-250
General (New)
Description: General information. *Topics: The Canadian Edge;* pharmaceuticals; joint ventures.

ICA/IRP-255
Industrial and Corporate Research (New)
Description: Information concerning energy and other sectors. *Topics:* General; minerals; oil and gas; real estate; strategic analysis; energy sector; corporate testimonial; federal-provincial task force on investment and inter-provincial trade barriers.

ICA/IRP-260
NICH (New)
Description: Information concerning the business sectors prescribed by the regulations as being related to Canada's cultural heritage or national identity. *Topics:* General; task force on Canadian film industry; book publishing industry; cultural sovereignty; film and video industry.

Deleted Classes of Records

The following classes of records have been deleted as a result of reorganization within Investment Canada. The information contained in them can now be found in other classes of records.

FIR/COM-005	Cabinet Matters
FIR/ASB-010	Assessment of Applications
FIR/COB-015	Agency Opinions
FIR/COB-020	Companies
FIR/COB-025	Compliance of Applications
FIR/COB-030	Foreign Investment Review Act — Guidelines
FIR/COB-035	Foreign Investment Review Act — Interpretation
FIR/COB-040	Foreign Investment Review Act — Procedures
FIR/COB-045	Ministerial Opinions
FIR/COB-050	Third-Party Representations
FIR/PRC-055	Acts and Legislation
FIR/PRC-060	Co-operation and Liaison — Federal
FIR/PRC-065	Co-operation and Liaison with International Organizations
FIR/PRC-070	Co-operation and Liaison — Other
FIR/PRC-075	Co-operation and Liaison — Provincial
FIR/PRC-080	Conferences and Meetings
FIR/PRC-085	Consultations
FIR/PRC-090	Foreign Investment in Other Countries
FIR/PRC-095	Foreign Investment Review Act — General
FIR/PRC-100	Industrial Sectors
FIR/PRC-105	Parliamentary Matters
FIR/PRC-110	Policy Development

DEPARTMENT OF JUSTICE

Chapter 54

DEPARTMENT OF JUSTICE

DEPARTMENT OF JUSTICE
(JUS)

DEPUTY MINISTER'S OFFICE
(DMO)

045 Access Request Data

PUBLIC LAW BRANCH

POLICY PROGRAMS AND RESEARCH BRANCH
(PPR)

030 Policy Development
035 Contributions and Grants

LEGISLATIVE PROGRAMMING BRANCH
(LPB)

020 Drafting

CIVIL LITIGATION BRANCH
(CVL)

010 Litigation

CRIMINAL LAW BRANCH
(CLB)

005 Prosecutions and Related Criminal Matters

TAX LITIGATION BRANCH

ADMINISTRATION BRANCH
(ADB)

040 Divorce Statistics
050 Administration
055 Financial Administration

ADMIRALTY AND MARITIME LAW

DEPARTMENTAL LEGAL SERVICES BRANCH

COMMERCIAL AND PROPERTY LAW
(CPL)

025 Property

GENERAL COUNSEL GROUP

The following class of records is held jointly by headquarters, regional offices and legal services units across government and is not necessarily specific to any one departmental branch.

015 Legal Advice

ACCESS TO INFORMATION
CO-ORDINATOR
DEPARTMENT OF JUSTICE
ROOM 337, JUSTICE BUILDING
239 WELLINGTON STREET
OTTAWA, ONTARIO
K1A 0H8

DEPARTMENT OF JUSTICE

Background

The Department of Justice was created by the *Department of Justice Act*, passed at the first session of Parliament of the Dominion of Canada, and assented to on May 22, 1868. This Act outlined the responsibilities of the Minister of Justice and the Attorney General of Canada and, with a few exceptions, these responsibilities have remained substantially unchanged.

Overall Responsibilities

The work of the Department may be described as consisting of litigation, the provision of legal advice and opinions to the federal government of Canada on a wide range of matters, and the drafting of legislation, contracts and other legal documents. The Department is also concerned with the legal aspects of developing government policy, and prepares or reviews recommendations for reform of the law. To carry out these responsibilities, the Department uses federal statutes and regulations.

In addition, contributions are made to provide financial assistance to organizations conducting studies and legal research, and to other law-related programs. A limited number of grants are made in connection with legal education, and cost-sharing agreements are entered into with provincial governments in connection with Compensation of Victims of Violent Crimes, Legal Aid in criminal cases, Unified Family Court pilot projects, and Native Courtworker Programs. The role of the Federal Department of Justice does not include the provision of legal services or advice to members of the public.

Regional Offices

The headquarters of the Department is located in Ottawa. There are ten regional offices, in Vancouver, Edmonton, Saskatoon, Winnipeg, Toronto, Montréal, Halifax, Charlottetown, Yellowknife and Whitehorse.

Laws and Regulations

As the Department of Justice provides legal services to all departments of the federal government, it is necessarily concerned, from time to time, with all federal and provincial statutes. Specifically, the Department administers, in whole or in part, the following statutes:

- Access to Information Act (SC 1980-81-82-83 c.111 'Schedule I')
- Annulment of Marriages (Ontario) Act (RSC 1970 c.A-14)
- Anti-Inflation Act (SC 1974-75-76 c.75)
- Bills of Lading Act (RSC 1970 c.B-6)
- Canada Evidence Act (RSC 1970 c.E-10)
- Canada Prize Act (RSC 1970 c.P-24)
- Canadian Bill of Rights (SC 1960 c.44)
- Canadian Human Rights Act (SC 1976-77 c.33)
- Criminal Code (RSC 1970 c.C-34)
- Crown Liability Act (RSC 1970 c.C-38)
- Department of Justice Act (RSC 1970 c.J-2)
- Divorce Act (RSC 1970 c.D-8)
- Escheats Act (RSC 1970 c.E-7)
- Extradition Act (RSC 1970 c.E-21)
- Federal Court Act (RSC 1970 '2nd Suppl.' c.10)
- Food and Drugs Act (RSC 1970 c.F-27)
- Foreign Enlistment Act (RSC 1970 c.F-29)
- Fugitive Offenders Act (RSC 1970 c.F-32)
- Garnishment, Attachment and Pension Diversion Act (SC 1980-81-82-83 c.100)
- Identification of Criminals Act (RSC 1970 c.I-1)
- Interpretation Act (RSC 1970 c.I-23)
- Judges Act (RSC 1970 c.J-1)
- Law Reform Commission Act (RSC 1970 '1st Suppl.' c.23)
- Lord's Day Act (RSC 1970 c.L-13)
- Marriage Act (RSC 1970 c.M-5)
- Narcotic Control Act (RSC 1970 c.N-1)
- Official Secrets Act (RSC 1970 c.O-3)
- Permanent Court of International Justice Act (SC 1921 c.46)
- Postal Services Interruption Relief Act (RSC 1970 c.P-15)
- Privacy Act (SC 1980-81-82-83 c.111 'Schedule II')
- State Immunity Act (SC 1980-81-82-83 c.95)
- Statute Revision Act (SC 1974-75-76 c.20)
- Statutory Instruments Act (SC 1970-71-72 c.38)
- Supreme Court Act (RSC 1970 c.S-19)
- Tax Court of Canada Act (SC 1980-81-82-83 c.158)
- Tobacco Restraint Act (RSC 1970 c.T-9)
- War Measures Act (RSC 1970 c.W-2)

Manuals

- Administrative Records Manual
- Administrative Services Manual
- Personnel Administration Manual
- Financial Management and Accounting Procedures Manual

Access Procedures

All requests for access to Department of Justice records should be addressed to

Departmental Access Co-ordinator
Department of Justice Canada
Room 337, Justice Building
239 Wellington Street
Ottawa, Ontario
K1A 0H8
Telephone: (613) 992-6404

Reading Room

A departmental reading room is located at the following address

4th Floor, Justice Building
239 Wellington Street
Ottawa, Ontario
K1A 0H8

Deputy Minister's Office

This office provides essential support services to the Deputy Minister. It ensures appropriate communication and liaison on policy and operational issues between the Deputy Minister and the Minister's Office, the Department and other government departments and agencies.

It co-ordinates the Department's involvement in various Cabinet and parliamentary processes. The office is also responsible for the development of departmental statements on policy and procedures, as well as responding to ministerial correspondence and requests made under the *Access to Information Act* and the *Privacy Act*.

Bureau of Program Evaluation and Internal Audit

This bureau undertakes evaluation and audit studies of the full range of departmental operations and programs, ensuring their continued relevance and positive impact on society, and examines methods of improving operational performance and the adequacy of controls to ensure the appropriate, efficient and effective expenditure of public funds.

Corporate Planning Section

This section is responsible for the development, implementation and operation of management systems for the Department. The section ensures that management issues, problems and opportunities are identified and addressed.

Communications and Public Affairs

This section plans, develops and implements the Department's communications policy, identifies and establishes communications goals, objectives, priorities and delivery mechanisms; recommends and evaluates communications activities in accordance with the Cabinet Paper System, federal-provincial policies and departmental mandates; conducts public and media relations on a national basis; responds to public inquiries for information and publications; and manages and co-ordinates programs and activities relating to public information and public affairs.

Public Law Branch

This branch provides legal advice on legal and policy issues in the public law field. Specifically, it advises on constitutional, international, administrative, native and human rights law as well as on matters relating to the judiciary and to the machinery and operation of government.

Constitutional and International Law Section

This section provides policy and legal advice to the government on constitutional issues. It participates in federal-provincial negotiations, the legislative process, the development and implementation of international instruments and litigation involving constitutional questions.

Advisory and Administrative Law Section

This section is particularly concerned with areas of law relating to the machinery and operation of government. It is actively engaged in developing poposals for administrative law reform, assisting other branches of the Department on such subjects as amendments to the *Federal Court Act* and preparing legal opinions on a variety of administrative and other legal matters.

Human Rights Law Section

This section gives legal opinions to the Crown on the interpretation and application of constitutional provisions and federal legislation having human rights implications.

Native Law Section

This section provides legal and policy advice in the area of native affairs. It is involved in the aboriginal constitutional process and the development of initiatives on Indian self-government, as well as the application and revision of the *Indian Act*.

Federal Statutes Compliance Project

This area is concerned with modernizing policies and practices associated with some 200 federal statutes in which offences are found. The project studies, and advises on, departmental and agency programs designed to influence public behaviour and to obtain compliance with the law.

Policy, Programs and Research Branch

This branch plans, develops and implements government justice policies and administers programs, three of which are cost-shared with the provinces. It also administers the Department's grants and contributions programs.

Criminal Law, Policy and Amendments Section

This section identifies and analyses emerging criminal justice issues of national significance and develops policies designed to address these issues. It reviews recommendations of the Law Reform Commission and also develops proposals for amendments to specific federal statutes.

Program Policy and Law Information Development Section

This section is responsible for developing the Department's program and law information policy objectives and initiatives.

Research and Statistics Section

This section is responsible for defining, undertaking and overseeing the conduct of all policy-related socio-legal research on behalf of the Department. It also monitors and assesses programs in the justice area.

Programs and Projects Administration Section

This section is responsible for the management of three federal-provincial cost-shared programs as well as eight contributions funds, including law student programs, of the Department of Justice.

Criminal Law Review Group

This group is responsible for carrying out an accelerated and fundamental review of the criminal law.

Legislative Programming Branch

This branch prepares, in both official languages, all bills the government plans to introduce in Parliament. It also drafts motions to amend bills, examines all bills introduced in the House of Commons to ascertain whether they are consistent with the *Canadian Bill of Rights*, examines all propesed regulations to ensure they meet the requirements of the *Statutory Instruments Act* and administers the Statute Revision Commission.

Privy Council Office Legal Section

This section functions in regard to the Legislative Programming Branch's responsibilities under the *Statutory Instrumentents Act*. Counsel in this section also serve as legal advisors to officers of the Privy Council Office and in particular to the Assistant Clerk of the House of Commons responsible for Orders-in-Council.

Statute Revision Commission

This section is engaged in the revision, consolidation and indexing of federal laws and regulations and prepares administrative consolidations of federal laws.

Civil Litigation Branch

This branch represents the Attorney General of Canada in civil litigation involving the federal government.

Civil Litigation (Common Law) Section

This section handles litigation for or against the Crown which arises everywhere in Canada except out of the province of Québec.

Civil Litigation and Real Property Law (Québec) Section

This section handles litigation for or against the Crown arising out of the province of Québec.

Criminal Law Branch

This branch discharges on behalf of the Attorney General of Canada and the Minister of Justice the obligations, duties and responsibilities imposed on him by legislation and under the common law.

Criminal Prosecutions Section

This section is responsible for prosecution of infractions under federal statutes (other than the *Criminal Code* and the *Lord's Day Act*, over which the provincial Attorneys General exercise prosecutorial authority), and related matters including the implementation of Canada's obligations under the *Extradition Act* and the *Fugitive Offenders Act*. The section also reviews applications under the *Criminal Code* for the mercy of the Crown by or on behalf of persons who have been convicted in proceedings by indictment or who have been sentenced to preventive detention, and makes recommendations to the Minister as to their disposition.

Tax Litigation Branch

This branch acts on behalf of the Attorney General of Canada in all civil appeals from reassessments to income tax and provides legal advice to the officials responsible for administering the *Income Tax Act*. The branch's work is divided between the tax litigation sections at Headquarters and the Halifax, Montréal, Toronto, Edmonton and Vancouver regional offices.

Admiralty and Maritme Law Branch

This branch is responsible for admiralty litigation, maritime legislation, maritime commercial law, marine casualty investigations and marine international law, and provides specialized legal advice and expertise in these fields.

Administration Branch

This branch provides administrative support services relating to finance, personnel, library, legal information retrieval, accomodation, security, telecommunications and all other logistical elements common to government departments. Its Central Divorce Registry unit administers a computerized register of petitions for divorce in Canada, to ensure that courts in different parts of the country are not dealing with the same matter concurrently. The central Divorce Registry also provides data to Statistics Canada.

Departmental Legal Services Branch

This branch provides a wide variety of in-house legal services to federal departments and agencies and specialized legal advice on property law, commercial law and the law of privacy and access to information.

Commercial Law and Property Section

This section is generally responsible for providing functional direction to all lawyers in commercial and property law matters.

Information Law and Privacy Section

This section deals with a wide range of legal issues relating to information held by the government and is a centre of expertise in respect of access to information, privacy legislation and related areas.

General Counsel Group

This group conducts, on behalf of the Attorney General of Canada, litigation which requires counsel of particular seniority and expertise. Members of the group often participate in legal education, such as panel discussions and seminars arranged by the Department or by provincial and local bar associations.

Classes of Records

The following categories of records are held at headquarters, regional offices and by legal services units of the Department and are not necessarily specific to any particular departmental branch.

JUS/CLB-005 *Formerly Identified as:* JUS/JUS-005
Prosecutions and Related Criminal Matters
Description: Information on prosecutions for infractions of federal statutes; prosecutions under the *Criminal Code* in the Yukon Territory and the Northwest Territories only; and extradition cases. *Topics:* Includes briefs and pleadings at both trial and appeal stages, subpoenas and other writs, transcripts of evidence and related memoranda of law, summaries, statements, memoranda and correspondence. *Special Access Note:* For purposes of the *Access to Information Act*, enquiries concerning Criminal Records should be addressed to the Royal Canadian Mounted Police.

JUS/CVL-010 *Formerly Identified as:* JUS/JUS-010
Litigation
Description: Information on legal proceedings of a civil nature in which the Crown in right of Canada, a crown agency or a Crown servant is a party, including proceedings before administrative boards and tribunals. *Topics:* Pleadings, briefs, appeal books, transcripts and statements of evidence, writs, opinions and related correspondence. *Special Access Note* For purposes of the SH1*Access to Information Act, *enquiries concerning Criminal Records should be addressed to the Royal Canadian Mounted Police.*

JUS/JUS-015
Legal Advice
Description: Information providing legal advice to any department or agency of the Government of Canada. *Topics:* Formal opinions, by memoranda of law or letter, correspondence requesting legal opinions, and memoranda and correspondence providing legal advice.

JUS/LPB-020 *Formerly Identified as:* JUS/JUS-020
Drafting
Description: Information pertaining to instructions for drafts of legislation. *Topics:* Background papers and treatises; memoranda to Cabinet; drafts of all Bills presented to Parliament; regulations, orders, proclamations and commissions. The information includes property and commercial documents, agreements of all kinds, waivers, licences and formal contracts.

JUS/CPL-025 *Formerly Identified as:* JUS/JUS-025
Property
Description: Information related to the acquisistion of real property by purchase or expropriation, and the disposition of real property by letters patent. *Topics:* Various agreements, leases, deeds, licences, title abstracts, letters patent, and related correspondence and memoranda.

JUS/PPR-030 *Formerly Identified as:* JUS/JUS-030
Policy Development
Description: Information on policy and policy development. *Topics:* Memoranda of law and fact, interdepartmental memoranda and correspondence, communications and media policies, official languages policy, distribution policy, personnel policy, evaluations of statistical studies and surveys in socio-legal matters.

JUS/PPR-035 *Formerly Identified as:* JUS/JUS-035
Contributions and Grants
Description: Information relating to grants and contributions for the improvement of the administration of justice in Canada. *Topics:* Memoranda and contribution agreements, financial documents and correspondence concerning monies voted by Parliament for contributions to provinces, individuals or organizations.

JUS/ADB-040 *Formerly Identified as:* JUS/JUS-040
Divorce Statistics
Description: Statistics on all divorce petitions filed in Canada since 1968.

JUS/DMO-045 *Formerly Identified as:* JUS/JUS-045
Access Request Data
Description: Information on access requests sent by individuals requesting access to departmental records under the *Access to Information Act*. It is used to report the number of access requests received. *Topics:* Statistics on usage.

JUS/ADB-050

Administration (New)

Description: Information on the various administrative systems and human resource programs in the Department. *Topics:* Annual reports, affirmative action, distribution systems, monthly reports, printing systems, staffing procedures, training and development, committee memberships, conferences, communications reports, publications, media analyses and internal guidelines.

JUS/ADB-055

Financial Administration (New)

Description: Information relating to the financial administration in the Department. *Topics:* Contract letters, tendering and bidding guidelines, standing offers, selection criteria, lists of approved contractors, bids, Estimates — Part III Expenditure Plan, Supplementary Estimates, Management Control System, resource allocations and financial statements.

DEPARTMENT OF LABOUR

Chapter 55

DEPARTMENT OF LABOUR

DEPARTMENT OF LABOUR
(LAB)

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(WBA)

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010 International Labour Organization — United Nations
015 Liaison and Public Relations
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(PPT)

030 Federal Industries

MEDIATION AND CONCILIATION
(MCB)

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055 Consent to Prosecute
060 Consent to Complain
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MERCHANT SEAMEN COMPENSATION BOARD
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ARBITRATION SERVICES BRANCH
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090 International Centre for Advanced Technical and Vocational Training
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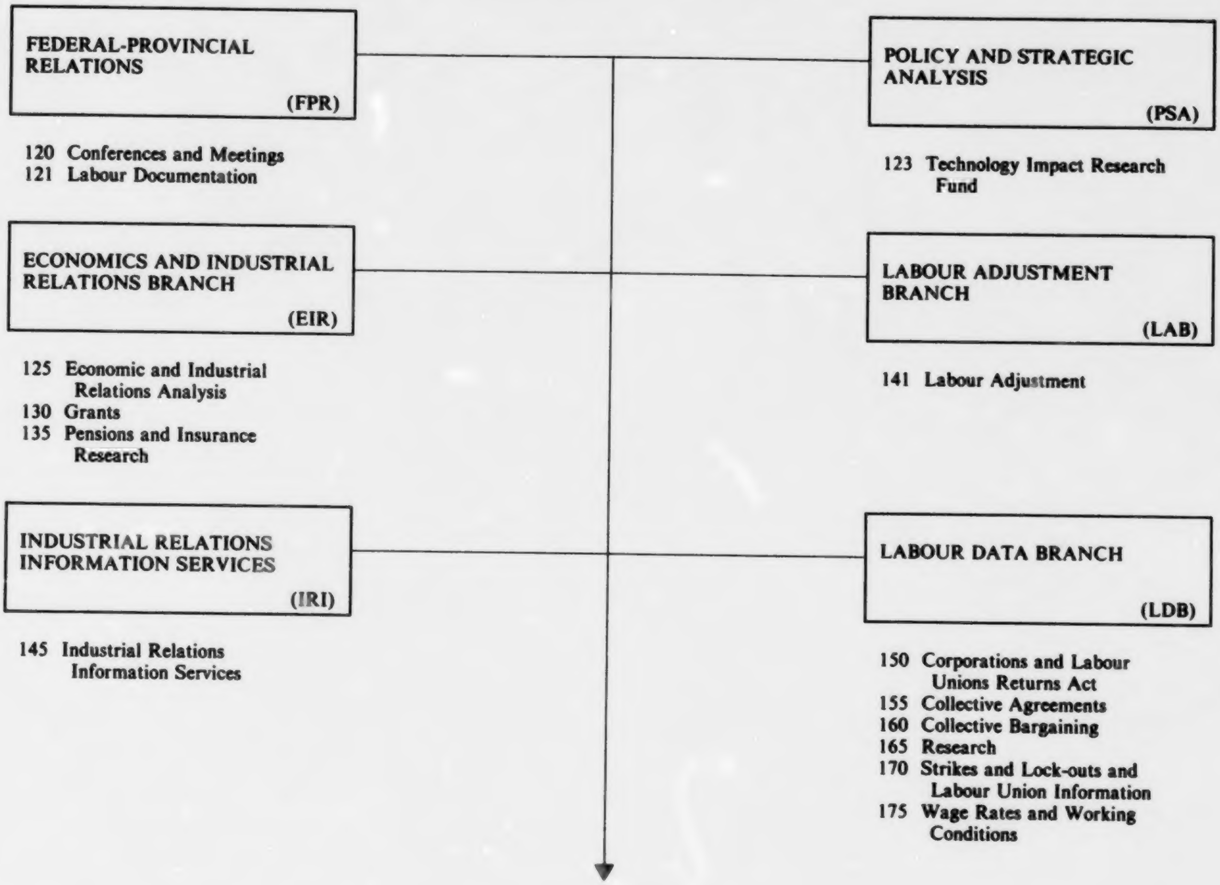
DEPARTMENT OF LABOUR



FEDERAL-PROVINCIAL RELATIONS (FPR)

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OFFICE OF THE CO-ORDINATOR
ACCESS TO INFORMATION AND PRIVACY ACTS
LABOUR CANADA
PHASE II
11 PLACE DU PORTAGE WEST, 10th FLOOR
165 HOTEL DE VILLE STREET
HULL, QUEBEC
K1A 0J2

DEPARTMENT OF LABOUR

Background

The Department of Labour (Labour Canada) was established in 1900 under the *Conciliation Act*. It now operates under the *Department of Labour Act*. Since its inception, Labour Canada has been closely involved in many of the social and economic changes that shaped the first part of the twentieth century. It has seen the country emerge from a basically agricultural economy to an industrial nation of urban communities employing 94 per cent of the work force. The increasing complexities of labour markets during this time have resulted in substantial demands on governments in general, and labour ministries in particular.

Laws and Regulations

The Minister is responsible for:

- Canada Labour Code (R.S.C. 1970, C.L-1)
  - Part III (Labour Standards)
  - Part IV (Safety of Employees)
  - Part V (Industrial Relations)
- Department of Labour Act (R.S.C. 1970, C.L-2)
- Fair Wages and Hours of Labour Act (R.S.C. 1970, C.L-3)
- Government Employees Compensation Act (R.S.C. 1970, C.G-8)
- Merchant Seamen Compensation Act (R.S.C. 1970, C.M.-11) as amended by R.S.C. 1970, C.19 (2nd Suppl.)
- Labour Adjustment Benefits Act (S.C. 1980-81-82-83, C.89) amended by 1980-81-82-83, C.C.109,169

Overall Responsibilities

Legislation administered by the Department includes working conditions such as hours of work, minimum wages, annual vacations, holidays with pay, equal wages, unjust dismissal, group and individual terminations of employment, severance pay, the regulation of fair wages and hours of labour contracts made with the federal government for construction, remodelling, repair or demolition of any work; federal mediation and conciliation services; government employee and merchant seamen compensation; occupational safety and health; and labour adjustment assistance benefits for workers affected by redundancies and layoffs.

Departmental programs are designed to:

- improve worker safety, health and quality of working life in the work environment through enforcement of legislation coupled with research, investigation and advisory services;
- improve the collective bargaining system through the provision of conciliation, mediation and arbitration assistance in the settlement of disputes, and the provision of industrial relations expertise for policy formulation, implementation and legislative development; and
- improve labour-management relations through education, information and consultation to foster trust and understanding in the work place, and replace conflict with co-operation as a means of resolving disputes.

Labour Canada concerns itself directly with employees, employers and unions in enterprises which are national, interprovincial or international in character. This jurisdiction covers interprovincial and international railways, highway transport, telephone, telegraph and cable systems, pipelines, canals, ferries, tunnels and bridges, shipping and shipping services; radio and television broadcasting, including cablevision; air transport and airports; banks; grain elevators, flour and feed mills, feed warehouses and grain seed cleaning plants; and certain Crown corporations.

Generally all other enterprises in the labour field fall within the jurisdiction of provincial or territorial governments.

Organization

The Minister of Labour heads the Department and is responsible to Parliament for all departmental policies and programs. The deputy minister supervises the day-to-day activities of the Department and reports directly to the Minister. All departmental managers report to the deputy minister.

The Merchant Seamen Compensation Board reports directly to the Minister of Labour, while the Canada Labour Relations Board and the Canadian Centre for Occupational Health and Safety report to Parliament through the Minister of Labour.

The federal Mediation and Conciliation Service program, headed by an associate deputy minister, and the Operations and Policy programs, headed by assistant deputy ministers, report directly to the deputy minister of Labour. Administrative Policy and Services, Personnel, and Women's Bureau programs are headed by directors-general and report directly to the deputy minister. In addition, the Communications Directorate and Legal Services (seconded from the Department of Justice) are headed by directors and report to the deputy minister.

Within these programs there are five regional and nineteen district labour offices. (For more detailed information on these programs and branches, see later sections and classes of records.)

Key Contacts

Regional Offices

Atlantic Region

Regional Director
Labour Canada
P.O. Box 2967
Station "A"
Moncton, New Brunswick
E1C 8T8
Telephone: (506) 857-6648

St. Lawrence Region

Regional Director
Labour Canada
Guy Favreau Complex
200 Dorchester Blvd. West
Room 101
Montréal, Québec
H2Z 1X4
Telephone: (514) 283-2808

Great Lakes Region

Regional Director
Labour Canada
3rd Floor
4211 Yonge Street
Willowdale, Ontario
M2P 2A9
Telephone: (416) 224-3820

Central Region

Regional Director
Labour Canada
Canadian Grain Commission Building
400 — 303 Main Street
Winnipeg, Manitoba
R3C 3G7
Telephone: (204) 949-7226

Mountain Region

Regional Director
Labour Canada
750 Cambie Street
7th Floor
Vancouver, British Columbia
V6B 2P2
Telephone: (604) 666-2344

Library Services

The Departmental Library, with reading room facilities, may be reached as follows

Library
Phase II, Place du Portage
7th Floor
165 Hotel de Ville Street
Hull, Québec
Telephone: (819) 997-3540

Access Procedures

The departmental co-ordinator for the *Access to Information Act* and *Privacy Act* prepares and revises the departmental entry in the Access Register, determines exemptions and third party notification, responds to enquiries from the Information Commissioner, and appeals before the federal court. Enquiries on the administration of the *Access to Information Act* and *Privacy Act* should be addressed to

Office of the Co-ordinator
Access to Information and Privacy Acts
Labour Canada
Phase II
11 Place du Portage West, 10th Floor
165 Hotel de Ville St.
Hull, Québec
K1A 0J2
Telephone: (819)997-3908

Administrative Policy and Services

Administrative and Library Services supervises several divisions; library services, word processing, records and mail management, accommodation, materiel and property management services.

The Finance Branch handles accounting, allotment control, program forecasts, estimates and budgets.

The Data Processing Branch provides automated systems support for the Department's programs.

The Program Evaluation Branch is accountable for the effective management of the corporate program evaluation and internal audit activities to ensure the effectiveness and efficiency of the departmental programs and administrative systems through the implementation of departmental and Treasury Board policies.

The Planning Branch provides advisory and support services in the development and review of departmental strategic and operational plans and co-ordinates the implementation and operation of the government's Policy and Expenditure Management Systems (PEMS) in the Department.

Communications Directorate

This branch draws public attention to and encourages public support for the Department's programs and services. It is responsible for media relations, audio-visual services, editorial and creative writing services and publishing. It produces the Department's annual report and its newsletter.

Additional information may be obtained from the public relations office, (819) 997-2617.

Personnel

The Personnel Branch is responsible for the Department's personnel relations: human resources, classification, pay, staff relations and employee services. In addition it looks after the Department's official languages plan, language training and affirmative action.

Women's Bureau

The branch reviews legislation, programs and policies on the employment of women and recommends initiatives indicated by socio-economic developments which affect women in the workplace. It co-operates with federal, provincial and international agencies to improve the situation of women working for pay and conducts in-depth research on relevant current issues. The bureau is the focal point within and outside the Department for information concerning women in the labour force. Promotional activities are carried out to facilitate improvements, support and recognition of women's concerns in the world of paid work.

Merchant Seamen Compensation Board

The Board administers the *Merchant Seamen Compensation Act* which provides worker's compensation coverage for seamen who are employed on vessels registered in Canada and who are not covered by a provincial Workers' Compensation Act.

Program Planning and Technical Support

The branch carries out specialized research activities and projects pertinent to the resolution of labour management disputes and studies industrial relations implications of government policy initiatives. It provides operational research support to conciliation officers and mediators in the field and headquarters, and assists the associate deputy minister in the development of policies. In addition, it analyses developments and trends in industrial relations in Canada, the United States and other countries.

Arbitration Services

The branch is responsible for effecting the ministerial appointment of grievance arbitrators under collective labour agreements, and adjudicators to hear complaints of alleged unjust dismissal made by non-unionized employees. The branch also maintains an inventory of all arbitration/adjudication decisions. These decisions are analysed, indexed and summarized in scope note format in the monthly publication, the *Arbitration Services Reporter*.

Mediation and Conciliation

The branch provides neutral third-party assistance to labour and management to resolve disputes arising during the negotiation of collective agreements or during the term of an agreement by appointing Conciliation Officers, Conciliation Commissioners or Boards and Mediators under Part V of the Canada Labour Code (Industrial Relations). It also helps improve labour relations between specific parties through the practice of preventive mediation techniques and general labour relations climate through the appointment of Industrial Inquiry Commissions and Task Forces.

POLICY

International Relations Branch

The branch is responsible for the Department's international labour activities including those connected to the International Labour Organization (ILO) and other international bodies of which Canada is a member or in which it has strong interest. It also acts as an intelligence unit generating information and suggestions to appropriate centres in the Department; consults with the provinces on ILO questions; consults with labour and employee organizations on ILO matters; and maintains liaison with the Canada Branch of the ILO.

Federal-Provincial Relations

The branch works toward strengthening consultative efforts between levels of governments and developing new mechanisms, either on a bilateral or multilateral basis, to assist in the resolution of problems between federal and provincial governments in the labour field. It also assesses various federal-provincial labour policy issues; arranges federal-provincial labour meetings and provides secretariat services to the Canadian Association of Administrators of Labour Legislation. The branch monitors and analyses the trends and issues pertaining to labour matters in provincial jurisdictions. In support of this, the branch maintains a documentation centre on Canadian labour legislation, which provides government and the public with analysis and research.

Policy and Strategic Analysis

The branch studies major economic and social issues and ensures that labour concerns are fully integrated into the government's policy-making process. Among its key responsibilities are briefings and analysis of documents related to labour economics and labour issues. The branch administers the Technology Impact Research Fund and provides financial support for the Productivity Branch of the Canadian Labour Market and Productivity Centre (CLMPC) and advisory support for the Deputy Minister in his or her role as a member of the Board of Directors of the CLMPC.

Economics and Industrial Relations Research

The branch provides analytical and advisory services in the area of general and labour economics to strengthen the Department's capacity to understand and predict the influences of economic factors and trends on departmental activities. The work includes research and analysis in wage determination, economic trends and prospects, minimum wage and structural issues such as productivity. This branch also has policy responsibility for the development of an adjustment program for older workers.

Labour Adjustment Branch

The branch is responsible for the policy, planning, management and monitoring of the Department's labour adjustment programs, that is, the Labour Adjustment Benefits Program and the new Program for Older Worker Adjustment which is in the development stage. The branch also contributes to the overall policy, planning and program development work of the federal government in the area of labour and industrial adjustment.

Industrial Relations Information Service

The services are responsible for encouraging and facilitating access to public information by those involved in the collective bargaining process.

Labour Data Branch

The branch collects, processes, publishes and disseminates data on current major collective bargaining settlements, the wage implications of settlements and various provisions in collective agreements; occupational wage rates and certain conditions of employment for most industries; work stoppages due to strikes and lock-outs; and information on labour organizations and union membership. The branch also maintains an extensive library of collective agreements from all jurisdictions in Canada and retains for public viewing copies of non-confidential labour union returns received under the *Corporations and Labour Unions Returns Act* (CALURA).

OPERATIONS

Employment Relations and Conditions of Work

The branch is concerned with the improvement of conditions of work in the federally regulated private sector and the industrial unrest in all of Canada, through changes in Part III (Labour Standards) and Part V (Industrial Relations) of the Canada Labour Code and the development of constructive labour management relations through the promotion of labour education.

Occupational Safety and Health

The branch develops policies and programs to promote safe and healthy working conditions through the application of Part IV of the Canada Labour Code (Safety of Employees). It also provides industrial safety and occupational engineering services and is responsible for policy on the administration of work injury compensation for federal employees and penitentiary inmates.

Classes of Records

LAB/WBA-005
Conferences and Committees
Description: Information conferences and committees in which the Women's Bureau participates. *Topics:* Minutes; proceedings of conferences; committees; conventions; commissions; International Women's Year and meetings. *Retrievability:* Files arranged by subject.

LAB/WBA-010
International Labour Organization — United Nations
Description: Information on the Women's Bureau involvement in the International Labour Organization (ILO), the Organization for Economic Co-operation and Development (OECD), and the United Nations, with regard to women in the labour force. *Topics:* ILO — general; Government of Canada (Article 22) to ILO; Eighth Conference of American States — Members of ILO; meetings of the deputy minister of Labour on ILO questions; ILO — meetings, conference sessions; United Nations — general; General Assembly of the United Nations (by session); International Committee on Human Rights; Economic and Social Council; Commission on Status of Women (by session, population, commission, conferences); and OECD (various committees). *Retrievability:* Files arranged by subject.

LAB/WBA-015
Liaison and Public Relations
Description: Information on Women's Bureau liaison with other organizations on women in the labour force. *Topics:* Liaison with provinces, departments, countries, associations and organizations public relations — general; publications requested and received; suggestions and representations; complaints; and publicity. *Retrievability:* Files arranged by subject, province, department and country.

LAB/WBA-020
Reports and Statistics
Description: Legislation, reports, studies, submissions and projects on women in the labour force. *Topics:* Canada Labour Code, Part I (Fair Employment Practices), now repealed; *Canadian Human Rights Act* (1978); Canada Labour Code, Part III (Labour Standards); *Fair*

Wages and Hours of Labour Act;; reports, studies, submissions and projects. *Retrievability:* Files arranged by subject.

LAB/MSC-025

Acts and Regulations

Description: Information on compensation and coverage for federal employees who make claims as a result of an accident or work related injury. *Topics:* Amendments and regulations; reciprocal arrangements; security and insurance requirements; appointment of medical advisors. *Retrievability:* Files arranged by organization, association and company.

LAB/PPT-030

Federal Industries

Description: Information on labour, industrial relations and collective bargaining with particular reference to the federal jurisdiction. *Topics:* Industrial relations issues and developments, collective agreement negotiations and disputes; federal industries — air and truck transport, railways, shipping and ferries, banks, Crown corporations, St. Lawrence Seaway, feed and flour mills, grain elevators, mining, pipelines, broadcasting, telephones and cable systems, and port operations. *Retrievability:* Files arranged by industry and company, by union, and by subject.

LAB/ASB-040

Arbitration (Part V)

Description: Information on arbitration under Part V of the Canada Labour Code (Industrial Relations). *Topics:* Arbitration — general; cases under Part V of the Canada Labour Code (Industrial Relations); studies and surveys; awards; inventory of curricula vitae of persons interested in acting as arbitrators. *Retrievability:* Files arranged by province, union and company.

LAB/ASB-045

Adjudication (Part III)

Description: Information on the appointments of adjudicators under the Canada Labour Code (Unjust Dismissal). *Topics:* Requests for the appointment of adjudicators to hear unjust dismissal complaints under Division V.7 - Part III of the Canada Labour Code. *Retrievability:* Files arranged by individual and company.

LAB/MCB-050

Conciliation and Mediation

Description: Information on requests for conciliation or mediation assistance under Part V of the Canada Labour Code (Industrial Relations). *Topics:* records of disagreements, requests for conciliation and appointments of conciliation officers, commissioners and mediators. *Retrievability:* Files arranged by union and company.

LAB/MCB-055

Consent to Prosecute

Description: Information on consent to prosecute for violations under Part V of the Canada Labour Code (Industrial Relations). *Topics:* Consents to prosecute; complaints and prosecutions. *Retrievability:* Files arranged by company, union and individual.

LAB/MCB-060

Consent to Complain

Description: Requests for ministerial consent to make complaints to the Canada Labour Relations Board alleging unfair labour practices. *Topics:* Requests for ministerial consent to complain to the Canada Labour Relations Board under Section 187(5) Part V of the Canada Labour Code (bargaining-related complaints). *Retrievability:* Files arranged by company and union.

LAB/MCB-065

General Inquiries on Labour Relations

Description: Correspondence and general documentation on labour relations topics. *Topics:* Industrial labour conditions and labour relations — general; strikes and lock-outs; government departments and agencies; trade unions; individual unions; revitalization program railway passenger services (VIA Rail); air transport; banking; fishing; grain elevators; highway transport or trucking; mining and processing; radio and television; railways; shipping; stevedoring and longshoring; telephone and telegraph system; construction; shipbuilding; pulp and paper; metal trades; petroleum products; musicians; textiles; fur industry; meat packing industry; safety, seniority, pensions, hours of work, wages, dismissal. *Retrievability:* Files arranged by industry, union and subject.

LAB/MCB-070

Industrial Inquiry Commissions, Boards, Task Force on Labour Relations

Description: Information on Labour Relations — independent committees established to enquire into specific topics under Part V of the Canada Labour Code (Industrial Relations). *Topics:* Proceedings of the Task Force on Labour Relations (committee minutes, studies, briefs, Cabinet discussions, final recommendations); proceedings of various industrial inquiry commissions and boards established under the Canda Labour Code (minutes, submissions, reports and recommendations). *Retrievability:* Files arranged by subject.

LAB/MCB-075

Preventive Mediation

Description: Information on preventive mediation assignments of branch staff to assist parties in resolving problems during closed period of their collective agreements. *Topics:* Preventive mediation cases. *Retrievability:* Files arranged by officer, company, union and the issue concerned.

LAB/MCB-076

Post Certification and First Contact (New)

Description: Information related to branch contact with parties following the certification of unions by the Canada Labour Relations Board for the purpose of ensuring their understanding of the dispute settlement provisions of the Canada Labour Code (Part V - Industrial Relations). *Retrievability:* Files arranged by company, union and officer.

LAB/IRB-085

Conferences, Committees, Meetings

Description: Information on international conferences, committees and meetings in the labour field, including minutes and proceedings. *Topics:* Conferences — International Labour Organization annual conference, American, preparatory, regional, tripartite, international, Eighth Regional Conference of American States; committees — advisory, governing body, preparatory, joint, committee of experts, industrial; and meetings — joint, meeting of experts, international, technical tripartite and tripartite. *Retrievability:* Files arranged by conference, committee, meetings.

LAB/IRB-090

International Centre for Advanced Technical and Vocational Training

Description: Information on the Department's international labour activities. *Topics:* Board meetings; information; bulletins; financial; Canadian membership on staff and advisory board; fellowhip training (individual trainees). *Retrievability:* Files arranged by individual, subject.

LAB/IRB-095

International Institute for Labour Studies

Description: Information on the Department's international labour activities. *Topics:* Canadian fellowship program; financial; African regional seminar. *Retrievability:* Files arranged by subject.

DEPARTMENT OF LABOUR

LAB/IRB-100
International Labour Organization
Description: Information on the Department's international labour activities involving the International Labour Organization (ILO). *Topics:* ILO — general; constitution; financial; publicity; reports; statistics; surveys; staffing; international movement of trainees; governing body sessions; fiftieth anniversary celebrations — 1969; ILO publications; reports; and tables. *Retrievability:* Files arranged by subject and sessions.

LAB/IRB-105
International Services
Description: Information on the Department's international labour activities; includes gathering of information. *Topics:* Sources of information by country, labour counsellors — United Kingdom, Belgium, United States; Canada-U.S. automotive agreements; training of workers in other countries. *Retrievability:* Files arranged by country.

LAB/IRB-110
Organization for Economic Co-operation and Development
Description: Information on the Organization for Economic Co-operation and Development in which the Department has a strong interest; includes minutes and proceedings. *Topics:* Directorates; committees; working parties; committee of experts; seminars; conferences; commissions. *Retrievability:* Files arranged by session and subject.

LAB/IRB-115
United Nations
Description: Information on labour activities at the United Nations. *Topics:* Financial, press releases; United Nations development programs; United Nations Economic and Social Council — commissions, specialized agencies, technical assistance board. *Retrievability:* Files arranged by subject.

LAB/FPR-120 *Formerly Identified as:* LAB/SPF-120
Conferences and Meetings
Description: Information on activities between federal and provincial governments in the labour field, organization, arrangements and other secretariat services for the Canadian Association of Administrators of Labour Legislation, conferences and related matters. *Topics:* Labour Minister's conferences; memberships; annual conference; meetings of the executives; Statistics and Research Standing Committee; Women in Employment Committee; Occupational Safety and Health Committee; Labour Relations Committee; Labour Standards Committee.

LAB/FPR-121 *Formerly Identified as:* LAB/EIR-140
Labour Documentation
Description: Information on labour statutes, bills, acts, regulations, publications, reports which facilitate labour research. *Topics:* Bills; Regulations; Revised Statutes and Gazettes for all jurisdictions in Canada; Canadian and American Labour Law Reports; publications on labour legislation; and special reports.

LAB/PSA-123
Technology Impact Research Fund (New)
Description: Information on financial assistance for research or demonstration projets on the human and social aspect of technological change in the workplace. *Topics:* Impact of technological change; health and safety, ergonomics, labour/management relations, job satisfaction, productivity, working conditions. *Retrievability:* Files arranged by principal investigator.

LAB/EIR-125
Economic and Industrial Relations Analysis
Description: Information on statistical analysis of the labour force and economic conditions in industries. *Topics:* Statistical analysis of the labour market; cost of living; economic conditions and policy; wage analyses in different industries. *Retrievability:* Files arranged by subject and industry.

LAB/EIR-130
Grants
Description: Information on financial assistance to individuals or groups of individuals for their studies in industrial relations in the labour field. *Topics:* University and departmental grants — policy, application for, and grants; by individual and associations. *Retrievability:* Files arranged by subject and individual.

LAB/EIR-135
Pensions and Insurance Research
Description: Information on the Uniform Statistical Program, communications on federal jurisdiction pension plans and pension plan issues and legislation. *Topics:* Statistics on individual companies; pension submissions by companies and other parties; Acts and bills on pensions; and insurance plan legislation in Canada and other countries. *Retrievability:* Files arranged by industry, company, individual and country.

LAB/LAB-141
Labour Adjustment (New)
Description: Correspondence and general information relating to the administration of the Labour Adjustment Benefits (LAB) Program for designated industries (Textile, Clothing, Footwear and Tanning). Research on estimated expenditures; certification of layoffs by the Labour Adjustment Review Board and other administrative data. *Storage:* Statistics on computer tapes. *Retrievability:* Files arranged by subject.

LAB/IRI-145
Industrial Relations Information Services
Description: Information on activities to encourage and facilitate access to the public information required by those involved in the collective bargaining process. *Topics:* Administration; public relations; data system; committees, boards, conferences, meetings, seminars; liaison and co-operation with provincial governments; management; organizations and associations; labour unions; federal departments and agencies; universities and institutions; regional and international offices. *Retrievability:* Files arranged by universities, associations, regional offices, labour unions, federal departments and agencies, conferences, meetings, seminars.

LAB/LDB-150
Corporations and Labour Unions Returns Act (CALURA)
Description: Copies of the non-confidential part of labour unions returns for public viewing. *Topics:* General; names of union and organizations; names and addresses of unions; names of officers; number of members; names and addresses of employers with whom union has collective agreements. *Retrievability:* Files arranged by union name. *Special Access Note:* There is a nominal charge for public viewing.

LAB/LDB-155
Collective Agreements
Description: All collective agreements under federal jurisdiction and agreements under provincial jurisdiction covering 200 or more employees. *Storage Media:* Microfiche for older agreements, paper files and computer tapes. *Retrievability:* Files arranged by employer, province, location, industry and union.

LAB/LDB-160
Collective Bargaining
Description: Information on major collective agreement settlements, their wage changes and statistics. *Topics:* Collective bargaining settlements; wage changes from settlements; provisions in collective

agreements (statistics). *Retrievability:* Files arranged by subject of agreement provisions. *Storage Media:* Computer and microfiche.

LAB/LDB-165
Research
Description: Information on wage, operational and policy research for Labour Canada. *Topics:* Research — general; wage determination and changes; Labour Code; fair employment practices; labour standards — wages; working conditions; industrial relations — general; federal jurisdiction wage research by industry; working conditions; working standards survey; new initiatives — general; projects; directory of industrial relations — courses and questionnaires; union research activities questionnaire; behavioural research — general; and projects. *Retrievability:* Files arranged by subject.

LAB/LDB-170
Strikes and Lock-outs and Labour Union Information
Description: Data on strikes, lock-outs, union membership, and directory information on labour organizations. *Topics:* Strikes and lock-outs; union membership; labour organization. *Storage Medium:* Computer tape. *Retrievability:* Files arranged by subject.

LAB/LDB-175
Wage Rates and Working Conditions
Description: Aggregate data on automated form from an annual survey of occupational wage rates, hours of work and certain working conditions in most establishments with 20 or more employees. *Topics:* Surveys — general; special requests for computer work; special surveys; elevator accidents; labour costs survey by industry; liaison and co-operation with provincial governments; outside surveys; working condition matters; annual survey; occupational wage rates; standard hours of work; vacations with pay; paid holidays; selected other benefits (periodic). *Retrievability:* Files arranged by topics, province, community and industry.

LAB/ERC-180
Acts, Regulations and Legislation
Description: Information on representations, revision, development and amendments of Part III of the Canada Labour Code (Labour Standards), *Fair Wages and Hours of Labour Act* and the *Female Employees Equal Pay Act*. *Topics:* Labour Standards — general; representations (for or against) the Code; rules and regulations of the Code; revision, development and amendments to the Code; hours of work extension orders; interpretation coverage by industry; enquiries on the Code by industry; ministerial orders; enquiries outside the scope of the Canada Labour Code by province; posting of notice of the Code; studies, complaints, investigations, shared-cost program projects, and enquiries. *Retrievability:* Files arranged by industry, province and subject.

LAB/ERC-185
Complaints
Description: Information on complaints, investigations and prosecutions under Part III of the Canada Labour Code (Labour Standards). *Topics:* Complaints; legal options; investigations; reports and prosecutions against individuals, groups and companies; inspection procedures. *Retrievability:* Files arranged alphabetically by individuals and companies. Files are located at regional offices.

LAB/ERC-190
Federal Contracts
Description: Information on federal contracts by department or agency to individuals and companies. *Topics:* General policy; labour conditions by federal departments and agencies. *Retrievability:* Files arranged alphabetically by departments and agencies. Files located at regional offices.

LAB/ERC-195
Hours of Work
Description: Information on hours of work, exemptions and related matters. *Topics:* Hours of work — general; policy; interpretations; application and reports; averaging; regulations; modification; studies, surveys; liaison — internal and provincial committees; individual industry exemptions. *Retrievability:* Files arranged by industry, province and country.

LAB/ERC-200
Inquiry Commissions
Description: Information on inquiry commissions pertaining to Part III of the Canada Labour Code (Labour Standards). *Topics:* Inquiry commissions generally; by subject; by industry; by section of the Code. *Retrievability:* Files arranged by subject and by industry.

LAB/ERC-205
Labour Education Program
Description: Information on financial assistance to unions, academic institutions, employee associations and individual union members for Labour Education purposes. *Topics:* Administration; finances; publicity; program evaluation; research and statistics; training, meetings; boards; committees; conferences and seminars; liaison and co-operation with regional offices, government departments and agencies, provincial governments and foreign countries; liaison with associations, organizations, federations of labour, academic institutions; and applications for financial assistance under the Labour Education Support Program. *Retrievability:* Files arranged by province project, region, department or agency, organization, association, union, academic institution and individual.

LAB/ERC-210
Layoffs and Terminations
Description: Information on layoffs and terminations. *Topics:* Group and individual termination — general; interpretations; application policy; unjust dismissal, general and interpretations; redundancy and layoff program — general. *Retrievability:* Files arranged by industry and subject.

LAB/ERC-215
Leave and Pay
Description: Information on general holidays, maternity, bereavement, sick leave, vacation with pay, severance and garnishment pay. *Topics:* Holidays — interpretations; substitution with or without collective agreement, by industry and federal departments; maternity leave, bereavement, and sick leave — interpretations by industry; vacations with pay — interpretation, waive vacation for year of employment, approving vacation for year of employment; severance pay — general; garnishment — interpretations and policy. *Retrievability:* Files arranged by industry and subject.

LAB/ERC-220
Quality of Working Life
Description: Information on promotional, educational and related activities in support of improvements in the quality of working life. *Topics:* Administration; liaison with resource persons and consultants; universities; professional and trade associations; individual companies and employers; regional offices; labour organizations; foreign governments; federal departments and agencies; provincial governments; municipalities; foreign and international institutions; promotion and communications; training and development research; conferences and seminars. *Retrievability:* Files arranged by universities, associations, regional offices, labour offices, federal and provincial governments, conferences and projects.

LAB/ERC-225
Wages
Description: Information on minimum wages on deferments, equal wages and payment of wages. *Topics:* Minimum wages — general, interpretations by industry, paid on a basis other than time; reduced wages for the handicapped and trainees; statement of wage exemptions; deferments — general; equal wages — general, interpretation by industry; payment of wages — general and interpretations. *Retrievability:* Files arranged by industry and subject.

LAB/OSH-230
Accidents
Description: Information on the reporting and investigation of accidents and work related injuries; also complaints and enquiries by individuals and companies. *Topics:* Accidents — general reports of fatalities; accident reports; investigations, complaints and enquiries on personal injuries and fatalities. *Storage Medium:* Grain Elevator Accident Statistics (computer tape). *Retrievability:* Most files are located in regional offices by industry and company.

LAB/OSH-235
Compensation
Description: Information on compensation legislation and coverage for federal employees and penitentiary inmates who make claims as a result of an accident or other work related injury. *Topics:* Terms and conditions to establish coverage; legislation; provincial arrangements; special compensation arrangements for coverage of non-federal employees while on assignments with the Crown. *Retrievability:* Files arranged by departments and agencies, subjects and province.

LAB/OSH-240
Laws and Regulations — Safety and Health
Description: Information on safety legislation, standards and regulations. *Topics:* Revisions, developments, amendments, interpretations and jurisdictional matters under Part IV of the Canada Labour Code (Safety of Employees); development of safety regulations; exemptions and approvals under the Regulations; federal and provincial legislation, standards and regulations. *Retrievability:* Files arranged by topic, province and country.

LAB/OSH-245
Research and Statistics
Description: Information on bibliographic research, general surveys and statistics. *Topics:* Statistical committee, provincial statistics — Part IV of the Canada Labour Code (Safety of Employees); accidents — number and costs; and fatalities. *Storage Medium:* Elevator accident statistics on computer tape. *Retrievability:* Files arranged by subject and province.

LAB/OSH-250
Safety and Health
Description: Information on safety and health surveys (in automated form), studies on hazards to workers in various sectors, and other activities to assist in the development of improved safety for workers. *Topics:* Occupational safety and health topics; inquiry commissions and boards; provincial inspection agreements; monitoring studies. *Retrievability:* Files arranged by subject and province.

LAB/OSH-255
CN Rail and CP Rail Safety and Health Committees
Description: Information on safety and health committees as established under Part IV of the Canada Labour Code (Safety of Employees), Section 84.1 in both major railways. *Topics:* Committee minutes; guidelines; task force reports; and monitoring studies. *Retrievability:* Files arranged by railway, province, company and department.

Deleted Classes of Records

LAB/PPT-035	Negotiations for Railway Employees
LAB/MCB-080	Reasons for Judgements — Canada Relations Board

LAURENTIAN PILOTAGE AUTHORITY

Chapter 56

LAURENTIAN PILOTAGE AUTHORITY

LAURENTIAN PILOTAGE AUTHORITY
(LPA)

OPERATIONS BRANCH
(OPR)

005 Pilotage Services
010 Tariffs

ACCESS TO INFORMATION
CO-ORDINATOR
LAURENTIAN PILOTAGE AUTHORITY
1080 BEAVER HALL HILL
SUITE 1402
MONTREAL, QUEBEC
H2Z 1S8

LAURENTIAN PILOTAGE AUTHORITY

Background

As a result of recommendations made by the Royal Commission on Pilotage in Canada, the *Pilotage Act* was assented to by Her Majesty and the Governor-in-Council, and proclaimed on February 1, 1972. The Act created four pilotage regions with specific Authorities, thereby replacing a large number of local pilotage districts. The four Pilotage Authorities — Atlantic, Laurentian, Great Lakes and Pacific — are Crown corporations, responsible to Parliament through the Minister of Transport.

The Laurentian Pilotage Authority is a Crown corporation established on June 30, 1971, and effective as of February 1, 1972. It is a Schedule C Corporation within the meaning and purpose of the *Financial Administration Act*.

Laws and Regulations

- Pilotage Act and Regulations

Overall Responsibilities

The objectives of the Authority are to establish, operate, maintain and administer, in the interests of safety, an efficient pilotage service within its geographical boundaries. It has jurisdiction in and around the Province of Québec, north of the northern entrance to the St. Lambert Lock, except for the waters of Chaleur Bay south of Cap d'Espoir.

Organization

The Authority's board of directors is appointed by the Governor-in-Council to a maximum of seven members. The chairman is the chief executive officer; the other permanent member is the vice-chairman.

Access Procedures

All formal requests under the *Access to Information Act* should be directed to

Access to Information Co-ordinator
Laurentian Pilotage Authority
1080 Beaver Hall Hill
Suite 1402
Montréal, Québec
H2Z 1S8
Telephone: (514)283-6320

Administration Branch

The function of this branch is to attend board meetings, keep minutes, and take care of files and records.

Operations Branch

The function of this branch is to provide pilotage services by assignment, and to dispatch qualified pilots to ships navigating within the Authority's region.

Manuals

- Collective Agreements
- Working Rules
- Accident Reports and Investigations
- Pilot Licence Register
- Service Contracts
- Dispatching Procedures

Classes of Records

LPA/OPR-005
Pilotage Services
Description: Information on the provision of pilotage services within the Laurentian region. *Topics:* Dispatching records; pilotage licences; assignments; tariff charges; accident reports; collective agreements; international shipping affairs.

LPA/OPR-010
Tariffs
Description: Information on the setting of tariffs for the provision of pilotage services; also conduct and results of negotiations concerning the setting of tariffs in various districts throughout the region, as well as results of Canadian Transport Commission hearings.

LAW REFORM COMMISSION OF CANADA

Chapter 57

LAW REFORM COMMISSION OF CANADA

LAW REFORM COMMISSION OF CANADA
(LRC)

COMMISSIONERS

RESEARCH
(LRS)

005	Law Reform
010	Administrative Law
015	Criminal Law
020	Criminal Law — Offences
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055	Commercial Law
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065	Protection of Life

ACCESS TO INFORMATION AND
PRIVACY CO-ORDINATOR
LAW REFORM COMMISSION
VARETTE BUILDING, ROOM 840A
130 ALBERT STREET
OTTAWA, ONTARIO
K1A 0L6

LAW REFORM COMMISSION OF CANADA

Background

The Law Reform Commission of Canada was established by an Act of Parliament which came into force on June 1, 1971. The original statute provided for a chairman, a vice-chairman, two other full-time commissioners and two part-time commissioners. A subsequent amendment in 1975 eliminated the part-time commissioners in favour of one more full-time commissioner. The present establishment of commissioners comprises five full-time members, one being the President, a title which superseded "Chairman", and one, vice-president.

Laws and Regulations

- Law Reform Commission Act

Overall Responsibilities

The objectives of the Commission are to study and keep under review, on a continuing and systematic basis, the statutes and other laws comprising the laws of Canada with a view to making recommendations for their improvement, modernization and reform, including, without limiting the generality of the foregoing: the removal of anachronisms and anomalies in the law; the reflection in and by the law of the distinctive concepts and institutions of the common law and civil law legal systems in Canada and the reconciliation of differences and discrepancies in the expression and application of the law arising out of differences in those concepts and institutions; the elimination of obsolete laws; and the development of new approaches to, and new concepts of the law in keeping with, and responsive to, the changing needs of modern Canadian society and of individual members of that society.

Key Contacts

General Enquiries

The Secretary
Law Reform Commission of Canada
130 Albert Street, Varette Building
Ottawa, Ontario
K1A 0L6
Telephone: (613) 996-7844

Press Enquiries

Director of Information Services
Telephone: (613) 995-2535

Parliamentary Questions

Director of Operations
Telephone: (613) 996-7844

Publications Office

Telephone: (613) 995-5451

Major Publications

Working Papers

The Commission's working papers contain the results of its research in law on specific topics, together with its tentative recommendations for changes. Its final reports convey to Parliament the Commission's firm proposals for reform, with the reasons for arriving at those conclusions. In addition to these publications it publishes an annual report which contains a listing of all publications currently available. Commission publications are issued free of charge and may be obtained by visiting the Commission at its premises or by telephoning the publications office.

Study Papers

As an introduction to some study topics, the Commission has produced study papers which were given a restricted distribution, and some other research papers which were similarly limited in distribution. These are available at the Commission library.

Library

The Commission's library holds all of the Commission's research papers including those which have had a very limited distribution. It is a working legal library with a public reading room.

Regional Activities

The Commission maintains a small regional office in Montréal, largely devoted to liaison and research in the field of civil law. Records held there are part of the main filing system and are not necessarily complete in themselves.

Access Procedures

Formal request for access under the *Access to Information Act* should be directed to

Access to Information and Privacy Co-ordinator
Law Reform Commission
Varette Building, Room 844 A
130 Albert Street
Ottawa, Ontario
K1A 0L6
Telephone: (613) 996-7844

Classes of Records

LRC/LRS-005
Law Reform
Description: Information on Law Reform Commission philosophy and the methodology of study and research in various areas of the law, general administration of research, visits, correspondence with Ministers, outside enquiries, and liaison with Canadian, foreign, and international organizations concerned with research in law. *Topics:* Law reform; court cases; Acts and legislation; federal Acts and legislation — suggestions and opinions; legal drafting; constitution; legal research — references and abbreviations; Community Law Reform Project (East York); law reform co-operation and liaison; federal electoral reform; library — law project; ongoing modernization of statutes; pilot projects; research studies; statistics; reports and returns; a system to classify, retrieve and monitor Law Reform Commission recommendations; law reform — suggestions and opinions; young offenders.

LRC/LRS-010
Administrative Law
Description: Information on the study of the powers and procedures of federal agencies, and the use of sanctions to enforce compliance with regulations. *Topics:* Administrative law; administrative law appeal; Administrative Review Council; Federal Court; Judicial Review; Guidelines for Administration; federal agencies; freedom of information; Catalogue of Discretionary Powers in the Revised Statutes of Canada (R.S.C.) 1970; statutory powers of administrative authorities; Study Group of Administrative Tribunals; administrative appointments and procedures; administrative law — suggestions and opinions.

LRC/LRS-015
Criminal Law
Description: Research into the structure and content of the Criminal Code, the role of legislation and the whole process of criminal law.

LAW REFORM COMMISSION OF CANADA

Topics: Criminal law; aims and purpose of criminal law; criminal law — towards a codification; corporate criminal liabiltiy; equality before the law — native people; poverty and criminal law; general principles and substantive offences; intoxication; mental elements of the offence; mental illness; mental disorder in the criminal process; criminal responsibility for group action; strict liability; criminal law — suggestions and opinions.

LRC/LRS-020
Criminal Law — Offences
Description: The study of willful attempts to obstruct, pervert or defeat the course of justice. *Topics:* Conspiracy; contempt of court; dishonest acquisition of property; empirical event basis of criminal offences; empirical research on statement admissions and confessions; homicide; obscenity; pre-trial statements; protection of political institutions; sexual offences; dangerous sexual offenders; theft, fraud and related offences; criminal law offences — suggestions and opinions.

LRC/LRS-025
Criminal Law — Procedures
Description: Research into procedures leading to the trial, and the trial process. *Topics:* Criminal law procedure; self-incrimination; assessors; bail reform legislation; charging process discretion; charging process — framing the charge; classification of offences and the jurisdiction of the courts; control of the process; costs in criminal cases; criminal records — maintenance and disclosure; extraordinary remedies; jury; jury — pattern instructions; jury study — surveys; evidence of identification; minor offences; plea bargaining; pre-sentence hearings; pre-trial discovery; pre-trial procedures; private prosecutions; retention of stolen goods as exhibits at trial; police powers — general, arrest, search and seizure; police interrogation procedures; criminal procedure — suggestions and opinions.

LRC/LRS-030
Sentencing
Description: Studies of procedures surrounding sentencing. *Topics:* Sentencing and disposition; diversion; sentencing and disposition — empirical research; fines; deterrence; hospital orders; information use in sentencing; imprisonment; legal aspects of prison decision-making; magistrates' courts (Winnipeg Study); parole; prisoners' rights; probation; restitution; statistical data; sentencing and disposition — surveys, suggestions and opinions.

LRC/LRS-035
Military Law
Description: Studies on the rules of evidence used in the Canadian Armed Forces.

LRC/LRS-040
Evidence
Description: Studies on methods and procedures in presenting evidence to the court. *Topics:* Evidence; burden of proof and presumptions; character of witness and similar fact; children's evidence; compatibility of the accused and the admissibility of his statements; confessions; exclusion of illegally obtained evidence; expert witnesses and opinion evidence; authentication and identification; corroboration; hearsay; judicial notice; privileges; evidence witnesses — competency and compellability; evidence — suggestions and opinions.

LRC/LRS-045
Family Law
Description: Studies of Parliament's legislative authority in marriage and divorce. *Topics:* Family law; children's legal representation; divorce; Family Court; Unified Family Courts; illegitimacy; maintenance orders; matrimonial property — common law, civil law; nullity of marriage; statistical data; family law — suggestions and opinions.

LRC/LRS-050
Expropriation
Description: Information on the study of federal expropriation powers not in the *Expropriation Act*. *Topics:* Expropriation; communications with non-government agencies; communications with foreign governments and agencies; communications with provincial governments; communications with federal agencies and departments; injurious affections; public hearings; expropriation — suggestions and opinions.

LRC/LRS-055
Commercial Law
Description: Research on the payment process, personal property security, corporate securities, and consumer protection. *Topics:* Commercial law; Canadian payment system; interest on judgment debts; commercial law — suggestions and opinions.

LRC/LRS-060
Labour Law
Description: Research on the *Canada Corporations Act*, the *Income Tax Act*, and the Labour Code. *Topics:* Labour law; arbitration.

LRC/LRS-065
Protection of Life
Description: Research on the role of the law in the whole area of life and death generally. *Topics:* Protection of life; consent; death and dying; environmental law; health care rights; human experimentation; mental health care; protection of the person in criminal law; protection of life — suggestions and opinions.

MEDICAL RESEARCH COUNCIL

Chapter 58

MEDICAL RESEARCH COUNCIL

MEDICAL RESEARCH COUNCIL
(MER)

PRESIDENT'S OFFICE
(PRO)

005 Queen Elizabeth II Scientists Awards

PROGRAMS BRANCH
(PRB)

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CORPORATE MANAGEMENT

PUBLIC AFFAIRS

ACCESS TO INFORMATION
CO-ORDINATOR
MEDICAL RESEARCH COUNCIL
ROOM 2092
JEANNE MANCE BUILDING
TUNNEY'S PASTURE
OTTAWA, ONTARIO
K1A 0W9

MEDICAL RESEARCH COUNCIL

Background

The Medical Research Council is a Crown corporation which became a separate entity in 1969 after some ten years of functioning as a semi-autonomous component of the National Reseach Council. The Medical Research Council is accountable to Parliament through the Minister of National Health and Welfare.

Overall Responsibilities

According to the *Medical Research Council Act*, the Council's mandate is to promote and support health sciences research in Canada by funding research carried out primarily in faculties of medicine, dentistry, and pharmacy, as well as in affiliated institutions and hospitals. The Council has no laboratories of its own, believing that health sciences research is better carried out in proximity to these medical environments.

Organization

The Council is made up of a president, who is also the executive officer of the Council and whose rank is equivalent to a deputy minister, and 21 other members appointed by the Governor in Council, who perform their duties on a part-time and unpaid basis. Members are drawn primarily from the health professions, but the general public is also represented. Council meetings are held three times a year.

The Executive Committee, made up of seven Council members including the president, carries out executive powers and functions under delegation from the Council.

The Medical Research Council also has standing committees to assist it in formulating policies and procedures for planning and priorities, research funding, research personnel, and ethics in experimentation. There are, in addition, approximately 35 committees composed of scientists, to review funding applications and evaluate the scientific merit of projects submitted. Some 350 researchers provide part-time unpaid input into the activities of the standing and review committees and into such related activities as on-site visits.

A 54-member secretariat, made up of full-time employees located in Ottawa and under the direction of the president, provides general services to the Council, the Executive Committee, and all the other committees set up by the Council. This secretariat is subdivided into four organizational units: Programs Branch, Policy and Program Development, Corporate Management, and Public Affairs.

Key Contacts

General information on the Council is provided by the Public Affairs Branch in Ottawa. Contact may be made in person, by telephone, or by writing to the branch, at the following address

Director of Public Affairs
Medical Research Council
Room 2002, Jeanne Mance Building
Tunney's Pasture
Ottawa, Ontario
K1A 0W9
Telephone: (613) 990-7687

Access Procedures

Requests under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator
Medical Research Council
Room 2092, Jeanne Mance Building
Tunney's Pasture
Ottawa, Ontario
K1A 0W9
Telephone: (613) 990-7703

President's Office

The Medical Research Council is responsible for administering the Queen Elizabeth II Research Fund and for the initial screening of Canadian candidates for International Research Fellowships offered by the U.S. National Institute of Health.

Queen Elizabeth II Canadian Research Fund

The Queen Elizabeth II Fund to Aid in Research on the Diseases of Children was established by Parliament to commemorate Her Majesty's visit to Canada in 1959. The fund, in an amount of $1 million, was created to provide financial support to individuals or organizations prepared to undertake or to carry on research into the causes, prevention or treatment of diseases of children.

The fund is administered by a board of trustees; the administrative services required are provided by the secretariat of the Medical Research Council.

Programs Branch

This branch manages all Medical Research Council grants, awards, and other programs in accordance with the peer review process, the policy and program framework, other policies and procedures approved by the Council and government policies and directives concerning financial, administrative, and personnel management.

Policy and Program Development Branch

This branch conducts ad hoc and continuing studies in order to provide the president and Council with the information necessary for policy considerations.

Classes of Records

MER/PRO-005
Queen Elizabeth II Scientist Awards
Description: Awards designed to enable competent investigators to pursue a career in research on the diseases of children. Queen Elizabeth II Scientist Awards are tenable in Canadian universities or affiliated hospitals. *Topics:* Individual's application; committee decision; administration of the awards; general correspondence.

MER/PRB-010
Operating Grants
Description: Information about operating grants to provide support for new or continuing research activities by individuals or small groups of investigators working in collaboration. *Topics:* Applications; reviews by external referees; committee assessment; notification and administration of grants; general correspondence.

MER/PRB-015
Program Grants
Description: Information about program grants to facilitate the further growth of team research in Canada. *Topics:* Applications;

reviews by external referees; committee assessment; notification and administration of grants; general correspondence.

MER/PRB-020
Major Equipment Grants
Description: Major equipment grants intended to provide for the purchase of single items of special research equipment costing $10,000 or more, or for the purchase of various items of equipment that cost more than $15,000 in total. *Topics:* Applications; reviews by external referees; committee assessment; notification and administration of grants; general correspondence.

MER/PRB-025
Maintenance Grants
Description: Maintenance grants made to cover the costs of maintaining facilities that are shared by groups of researchers within a department, faculty, university, or region. *Topics:* Applications; reviews by external referees; committee assessments; notification and administration of grants; general correspondence.

MER/PRB-030
Medical Research Council Groups
Description: Medical Research Council groups provide full support for teams of accomplished investigators who wish to develop collaborative programs in what appear to be especially productive areas. The members of a group are expected to devote their entire research effort to the program of the group and to be freed of the ordinary responsibilities of a faculty member. *Topics:* Application of group director and colleagues; executive and Council decisions; administration of the group; general correspondence.

MER/PRB-035
Biotechnology Development Grants
Description: Grants designed primarily to assist in the recruitment of new faculty members with a major interest in applying the recombinant DNA and related techniques to problems directly relevant to the health sciences. *Topics:* Applications; reviews by external referees; committee assessments; notification and administration of grants; general correspondence.

MER/PRB-040
Research Development Grants
Description: Grants designed to help initiate new and focused research programs which have the potential for impact on treatment and diagnosis, and for which there are requirements that cannot readily be met through other programs. At present, perinatology research is the only subject to which this program applies. Grants are awarded only in situations where there appears to be a definite university intention to establish and maintain a new research program in the subject concerned. *Topics:* Applications; Council decision; administration of the grant; general correspondence.

MER/PRB-045
General Research Grants
Description: Grants made each year to the dean of each school of medicine, dentistry, and pharmacy, to be used for the support of research at the discretion of the dean, except for the stipulation that they not be used for the payment of supplementation of salaries of academic personnel, construction costs or overhead expenses. *Topics:* Notification of the grant to the dean; financial statement; general correspondence.

MER/PRB-050
Development Grants
Description: Grants designed primarily to assist in recruiting or establishing new faculty members who have the potential for major accomplishments in research. They are intended to provide an impetus for research in those schools of medicine, dentistry, and pharmacy where a more vigorous research program is considered by Council to be necessary to support professional education and health care. *Topics:* Applications of the principal investigator and colleagues; executive and Council decision; administration of grants; general correspondence.

MER/PRB-055
Career Investigators
Description: Originally called the Associateship Program, the Career Investigators program was established in 1956 as a means of providing funds for salaries of a limited number of individuals of outstanding ability and training who made research a full-time career. No new appointments are being made by the Council. Career investigators appointed in 1975 and earlier will continue in their appointment, subject to the terms and conditions under which they accepted the award. *Topics:* Individual's career investigator application; committee decision; administration of the award; general correspondence.

MER/PRB-060
Medical Research Council Scientists
Description: This program provides salary support for independent investigators of outstanding ability who have shown promise of becoming leaders in their respective fields. committee decision; administration of the award; general correspondence.

MER/PRB-065
Scholarships
Description: Scholarships provide salary support, for a period not exceeding five years, to a limited number of young health science investigators who show particular promise as independent researchers. *Topics:* Individual's application; committee decision; administration of the award; general correspondence.

MER/PRB-070
Centennial Fellowships
Description: Fellowships designed for outstanding young persons of distinguished academic standing who hold an M.D., D.D.S., D.V.M., Pharm. D., or Ph.D. degree and who wish to broaden their fields of interest and thus equip themselves for independent work in clinical investigation and interdisciplinary research in the health sciences. Awards are made for one to three years; no more than ten new awards are made in any year. *Topics:* Individual's application; committee decision; administration of the award; general correspondence.

MER/PRB-075
Fellowships
Description: Fellowships offered in competition to highly qualified candidates with an M.D., D.D.S., D.V.M., Pharm. D., or Ph.D. degree who wish to take full-time research training in the health sciences. Awards are tenable for a specific term to a maximum of three years and may be renewed under certain conditions. *Topics:* Individual's application; committee decision; administration of the award; general correspondence.

MER/PRB-080
Studentships
Description: Studentships provided in competition to highly qualified graduates with a B.Sc. degree who are undertaking full-time training in research leading to an M.Sc. or Ph.D. degree under the supervision of members of departments of schools of medicine, dentistry, or pharmacy, and under certain circumstances, schools of nursing or physical education. Awards are tenable for a specific term to a maximum of three years and may be renewed. *Topics:* Individual's application; committee decision; administration of the award; general correspondence.

MEDICAL RESEARCH COUNCIL

MER/PRB-085

Summer Scholarships

Description: Scholarships made available to undergraduates in medicine, dentistry, and pharmacy who wish to gain research experience in a health science department during the summer months. Funds are provided to the dean of each faculty of medicine, dentistry, and pharmacy in accordance with a formula based on undergraduate enrolment. Recipients of the awards are selected locally. *Topics:* Deans' reports; general correspondence.

MER/PRB-090

Biotechnology Training Centre Awards

Description: Awards to support opportunities for training students and post-doctoral fellows in the application of techniques of recombinant DNA and related methods, to a broad range of disciplines and problems. *Topics:* Applications; committee assessments; notification and administration of awards; general correspondence.

MER/PRB-095

Biotechnology Retraining Awards

Description: Awards to enable established investigators to enhance their own research programs by the application of recombinant DNA strategies. These permit them to spend a year at another laboratory in Canada or abroad in order to gain experience with the relevant techniques. *Topics:* Applications; committee assessments; notification and administration of awards; general correspondence.

MER/PRB-100

Visiting Scientists Awards

Description: Awards made in limited numbers each year to enable investigators to spend three to 12 months in laboratories other than their own. Proposals may be submitted by the deans of Canadian health science faculties on behalf of foreign scientists, or by Canadian investigators who wish to spend some time in another university in Canada or abroad in order to advance their research. *Topics:* Individual's application; committee decision; administration of the award; general correspondence.

MER/PRB-105

Visiting Professors

Description: Visiting professorships intended to encourage collaboration and exchange of information among scientists in Canadian universities. Awards are made to the universities on a formula basis, following submission of proposals by the deans of health science faculties. *Topics:* Individual's application; committee decision; administration of the award; general correspondence.

MER/PRB-110

U.S. National Institute of Health International Research Fellowships

Description: Initial screening of Canadian candidates for International Research Fellowships offered by the U.S. National Institute of Health, for which the Council is responsible. *Topics:* Individual's application form; general correspondence.

MER/PRB-111

Fund for Research in the Fields of Dyskinesia and Torticollis (New)

Description: The Medical Research Council has responsibility for administering a fund for research in the fields of dyskinesia and torticollis. The fund was established by an anonymous donor and the income derived from it is to be used for the support of research, either basic or clinical or both, in the broad field of movement disorders known as dyskinesia and more particularly for research in the movement disorder known as torticollis. *Topics:* Individual's application; committee decision; administration of the grant; general correspondence.

MER/PRB-112

Support for Workshops and Symposia (New)

Description: As part of its program for research in the health sciences, the Council is prepared to support a limited number of applications for the support of workshops and certain types of symposia held in Canada. *Topics:* Individual's application; committee decision; administration of the grant; general correspondence.

MER/PRB-113

Travel Grants (New)

Description: Limited funds for travel grants are available to Canadian health scientists who wish to spend short periods of time (maximum length of stay is 30 days) in a specific laboratory for the purpose of furthering their research. *Topics:* Applications in form of a letter; committee decision; administration of the grant; general correspondence.

MER/PPD-115

Fields of Research

Description: Information on areas peripheral to medical research for which the Council has some responsibility. *Topics:* Research in the fields of dentistry; schools of pharmacy; psychology; occupational health and safety; gerontology; surgery and veterinary medicine; space research; mental research; general correspondence.

MER/PPD-120

Research Survey

Description: Information on surveys established by the Council to gather general statistical data on selected aspects of the research community for use by the Council in determining the research requirements of the health science community across Canada. *Topics:* Graduate students; medical research support; research personnel; research trainees; research costs; health science research funding; academic degrees; fellowships and scholarships from other agencies; tropical and infectious diseases.

NATIONAL ARTS CENTRE CORPORATION

(NOT SUBJECT TO THE ACCESS TO INFORMATION ACT)

Chapter 59

NATIONAL CAPITAL COMMISSION

Chapter 60

NATIONAL CAPITAL COMMISSION

NATIONAL CAPITAL COMMISSION
(NCC)

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(SEC)

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ACCESS TO INFORMATION
CO-ORDINATOR
NATIONAL CAPITAL COMMISSION
161 LAURIER AVENUE WEST
10th FLOOR
OTTAWA, ONTARIO
K1P 6J6

NATIONAL CAPITAL COMMISSION

Background

The quality of the urban and regional setting of the nation's capital has been a continuing concern of the Government of Canada since Confederation. In 1899 specific provision was made for a government organization with the mandate to ensure that the capital could adequately fulfil its role as a major national symbol.

The Ottawa Improvement Commission (1899-1927) and the Federal District Commission (1927-58) were the first such agencies. Their most significant accomplishments were the development of the early stages of the National Capital Region's network of parks and parkways.

By the *National Capital Act* (1958), Parliament established the National Capital Commission (NCC) as a successor to the Federal District Commission to continue developing and improving the National Capital Region. The Region, with the cities of Ottawa and Hull at its centre, is now an area of 4,662 km^2 intersected by the Ottawa, Gatineau and Rideau rivers.

Laws and Regulations

- National Capital Act, 1958

Overall Responsibilities

The basic role of the Commission, as stated in the Act, is to prepare plans for and assist in the development, conservation and improvement of the National Capital Region in order that the nature and character of the seat of the Government of Canada may be in accordance with its national significance. This objective has been further defined by the Government to mean development of the Region so that it will be a fitting symbol of Canada's cultural and linguistic values, an efficient and aesthetically satisfying place in which to carry on the nation's business, and a model of urban planning and development that will benefit other parts of the country and be a source of pride for Canadians.

The National Capital Commission responds to this challenge by maintaining high standards in its traditional areas of activity. These areas include parks, parkways, urban infrastructure, planning, architectural and landscape design, and the management of lands and properties. It administers shared-cost programs with municipalities for roadways, bridges, buildings, parks and utilities. It also has innovative programming in areas of increasing importance such as public, cultural and recreational activities and services to visitors.

Organization

To ensure the national outlook of the NCC, the Act provides for twenty commissioners from across Canada who function as a Board of Directors and who must be appointed by Order-in-Council. The Commission is headed by a chairman who is also its chief executive officer, and with the assistance of a general manager, acts as head of the Commission staff.

The staff of the Commission is organized into six administrative elements, each headed by an Executive Director: a Secretariat, and five branches responsible for Planning, Property, Public Activities, Development, Finance and Administration. These branches are further organized into divisions, headed by directors, to administer the Commission's programs, projects and services. The Commission reports to Parliament through the Minister of Public Works.

General Information

The Commission has traditionally had an open-door policy in its extensive dealings with the public and will continue to provide all possible information on a routine basis. Much information on public, cultural and recreational activities such as guided tours, natural and historical interpretation, heritage and festivals is available through newspapers, periodicals, radio and television as well as posters, brochures and publications.

Informal requests for information may be addressed to

Information Services

Public Activities Branch
National Capital Commission
161 Laurier Avenue West
Ottawa, Ontario
K1P 6J6

Library

161 Laurier Avenue West
14th Floor
Ottawa, Ontario
Telephone: (613) 598-4924

Visitor Reception Centre

14 Metcalfe Street
Ottawa, Ontario
Telephone: (613) 992-5473

Centre d'accueil touristique de Hull

Maison du Citoyen
25 Laurier Street
Hull, Québec
Telephone: (819) 994-6141

Gatineau Park

Scott Street
Old Chelsea, Québec
Telephone: (819) 827-2711

Information Kiosks (Summer)

Sparks Street Mall
Ottawa, Ontario

Place du Portage
Rue de l'hôtel de Ville
Hull, Québec

Access Procedures

Requests under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator
National Capital Commission
161 Laurier Avenue West
10th Floor
Ottawa, Ontario
K1P 6J6
Telephone: (613) 996-5914

Reading Room

Assistance is available to applicants, and a reading room located on the 6th floor, 161 Laurier Avenue West, Ottawa, is in operation from 09:00 to 16:00 hours Monday to Friday.

Secretariat

The Commission Secretariat maintains liaison with other governments; carries out corporate planning activities; provides corporate communications and legal services; oversees the administration of the Commission's human and material resources. It also administers the external bilingualism program, and provides administrative support to the Commission itself and its advisory and internal management committees.

Development Branch

This branch provides architectural, landscape architectural and engineering design services and administers related standards and specifications. It also administers construction projects; maintains federal government grounds and parks (except Gatineau Park) and Commission assets such as service buildings; co-ordinates NCC project design and technical liaison with other agencies; administers shared-cost programs with other levels of government; and maintains manpower and financial records, reviews and reports.

Manuals

- Internal manuals on Design, Signs, Fire, Safety and Maintenance
- Federal, Provincial and Municipal Codes and Bylaws
- Contract Regulations

Public Activities Branch

This branch develops, promotes and controls the use of NCC parks and open spaces for recreation, interpretation, conservation, cultural activities and special events. It also administers Gatineau Park; develops heritage activities; and implements the public relations program of the Commission to promote national understanding and awareness of the capital area to Canadians and other visitors.

Manuals

- NCC Traffic and Property Regulations
- Fish and Games Acts for Ontario and Québec
- Criminal Codes

Property Branch

This branch is responsible for the acquisition and disposal of real property to enable the Commission to carry out its mandate and achieve its programs. It also engages in leasing, property management, development and redevelopment of revenue-producing properties either on an interim or permanent basis. The branch manages properties throughout the National Capital Region, including the urban core, the Greenbelt and Gatineau Park. It carries out property planning functions and develops policies and strategies for real property acquisition, management and disposal. In addition, it administers the Commission's program of grants-in-lieu-of-taxes.

Manuals

- Property Branch Manual
- Traffic and Property Regulations
- Federal, Provincial and Municipal Codes and Bylaws
- Specifications and Standards
- Safety Manual

Planning Branch

This branch is responsible for planning policies and research on physical-spatial and socioeconomic issues within the National Capital Region; plans and guidelines for the development, conservation and improvement of the National Capital Region; and planning advice or assistance on long-term trends and prospects likely to have an impact on the National Capital Region.

Manuals

- Federal, Provincial and Municipal Codes and Bylaws

Finance Branch

This branch formulates and implements financial plans and policies and provides necessary services in support of the effective utilization of the Commission's financial resources.

Classes of Records

NCC/SEC-005
Corporate Management
Description: Recommendations, decisions and policies of the Commission and information on the external aid program to promote bilingualism in the National Capital Region. *Topics:* Minutes of the Commission, its advisory committees and internal management meetings; appointments of commissioners and committee members; submissions to Treasury Board, the Governor-in-Council and Cabinet; corporate planning correspondence and legal agreements; grants and other assistance to municipalities, voluntary agencies and other organizations for purposes of translation, simultaneous interpretation and language training, and program evaluation. *Retrievability:* Files arranged by subject and organization. Minutes of the principal committees are arranged chronologically in bound volumes, several of which are in microform. *Storage Medium:* Executed legal agreements other than leases, easements and deeds are catalogued separately and microfilmed annually.

NCC/SEC-010
Government Liaison
Description: Information on consultation, particularly at the policy development level, with other governments and organizations in the National Capital Region and with other federal departments and agencies. An example is the planning of the Ontario Provincial Court building on Cartier Square, Elgin Street, Ottawa, by the Commission, the municipal government of Ottawa, the Regional Municipality of Ottawa-Carleton, and the provincial government. *Topics:* Liaison for land and property transactions; liaison for construction and maintenance of buildings, grounds and structures; development of legal agreements. *Retrievability:* Files arranged by subject.

NCC/SEC-015
Juridical Affairs
Description: Information on legal matters, particularly in litigation and property settlements. *Topics:* Legal aspects of land and property transactions; legal agreements; damage suits for and against the Commission; collection of accounts. *Retrievability:* Files arranged by subject. *Special Access Note:* Request for access to these files may be transferred to the Department of Justice.

NCC/SEC-016 *Formerly Identified as:* NCC/FAB-095
Personnel
Description: Information on personnel resources and career management. *Topics:* Classification of positions; employment and staffing; human resources; occupational health, safety and welfare; official languages; pension and insurance; salaries and wages; staff relations; training and development; and termination of employment. *Retrievability:* Files arranged by subject and position number.

NCC/SEC-017 *Formerly Identified as:* NCC/FAB-100
Supply and Administrative Services
Description: This class covers administrative services; material management; and contract administration. *Topics:* Administration; accidents; accommodation; procurement; equipment and supplies; furniture and furnishings; office appliances; vehicles; standards and specifications. *Retrievability:* Files arranged by subjects and contract number.

NCC/SEC-018 *Formerly Identified as:* NCC/FAB-105
Systems
Description: Information on management advisory services; management information systems; and data processing services. *Topics:* Computer equipment; system design; programming; data processing; information management; records management and mail room services; and telecommunications. *Retrievability:* Files arranged by subject. *Storage Media:* EDP and microfilm.

NATIONAL CAPITAL COMMISSION

NCC/SEC-019 *Formerly Identified as:* NCC/PAB-050
Corporate Communications
Description: Public information and services on the National Capital area for Canadians and foreign visitors. *Topics:* Guided bus and walking tours to points of interest in the National Capital Region; reservation service and itineraries for touring Parliament; Rideau Hall; the Royal Canadian Mint; museums and other points; accommodation in the NCC Hostel; Visitor Reception Centres and information kiosks; publicity programs; public enquiries; cross-Canada exhibits. *Retrievability:* Files arranged by subject. *Special Access Note:* The Telidon information system is provided at the Visitor Reception Centres, (see General Information). *Storage Medium:* Catalogue of photographs.

NCC/DEB-021 *Formerly Identified as:* NCC/DEB-020
Construction
Description: Information on NCC construction projects; also monitoring of projects cost-shared as a result of agreements with other levels of government in the National Capital Region such as the Rideau Area Project in Ottawa and public utilities in Ontario and Québec. *Topics:* Bridges, such as the Macdonald-Cartier bridge across the Ottawa River linking Ontario and Québec; buildings and grounds, such as the Mile of History, Sussex Drive, Ottawa; fencing along roadways and property boundaries; public utilities such as the Lynwood collector sewer in Ontario and the sewage treatment plant in the Québec portion of the National Capital Region; roadways, including scenic parkways, transitways and highway development; contracts and agreements. *Retrievability:* Files arranged by subject and municipal address. *Storage Media:* Microform, plans and drawings.

NCC/DEB-022 *Formerly Identified as:* NCC/DEB-025
Design
Description: Information on the NCC design program and review of proposals for location, erection, alteration or extension of a building, structure or undertaking, including engineering works and landscape development on federal lands and properties in the National Capital Region. *Topics:* Architectural, landscape architectural and engineering design plans, proposals, studies, and contract and related documents; cost estimates for projects; standards and specifications. *Retrievability:* Files arranged by municipal address and property parcel number. *Storage Media:* Microform, plans and drawings.

NCC/DEB-023 *Formerly Identified as:* NCC/DEB-030
Maintenance
Description: Information on the maintenance of NCC facilities and service buildings; government grounds including Parliament Hill and Rideau Hall; roads and parks (except Gatineau Park); open spaces under NCC jurisdiction; and horticultural maintenance. *Topics:* Road repairs, paving and striping; nursery operations; tree removal and planting; landscaping; park furniture and services; vehicle operations; snow removal; ice skating surfaces such as the Rideau Canal. *Retrievability:* Files arranged by subject and municipal address.

NCC/PAB-031 *Formerly Identified as:* NCC/PAB-035
Gatineau Park
Description: Information on the development of the Park, in accordance with the 1980 Gatineau Park Master Plan for a natural environment capable of sustaining a high quality of public use and promotion and maintenance of public recreational areas, facilities and programs. *Topics:* Conservation of natural features and wildlife; interpretation of natural and human history; recreation areas — beaches, camping, picnic grounds, sugar bush, trails and historical sites; maintenance — service buildings, grounds, roadways and utilities; public surveys; law enforcement and violation records. *Storage Media:* Microform, EDP, plans and drawings.

NCC/PAB-032 *Formerly Identified as:* NCC/PAB-040
Recreation and Culture
Description: Information on recreational and cultural activities, events and services for visitors and residents of the National Capital Region. *Topics:* Festivals — Winterlude, a celebration of Canadian winter; the Festival of Spring; and Canada Week; recreational facilities — garden plots, golf, skating, cycling, music-in-the-parks and the Astrolabe theatre; visual arts — sculptures, wall murals; permits and permission for cultural and private events in public spaces and for use of parkways.

NCC/PAB-033 *Formerly Identified as:* NCC/PAB-045
Interpretation and Heritage
Description: Information on interpretation, history, human and natural heritage activities; also events and services for visitors and residents informing them about the natural and human history of the National Capital Region. *Topics:* Interpretation centres and facilities; interpretation programs for the general public and groups; self-guided nature and human history trails; living history farm; restoration and preservation — historical sites, buildings, artifacts, exhibits and documents; ceremonies and celebrations such as the Rideau Canal's 150th anniversary and the Canada Canoe Festival. *Retrievability:* Files arranged by subject. *Special Access Note:* Heritage register catalogued separately by geocode number.

NCC/PRB-041 *Formerly Identified as:* NCC/PRB-055
Property Negotiations and Management
Description: Information on the acquisition, management and disposal of lands and properties to meet the direct accommodation of federal requirements, the provision of parks and open space, transportation rights-of-way and control and direction of urban development by the NCC. *Topics:* Negotiations and transactions for the acquisition of real properties — purchase, expropriation, transfer, exchange; disposal of real properties; documentation for the transfer of real property and the granting of easements, licences of occupation, encroachments, road widenings, road alignments and the settlement of claims; inspection and maintenance requisitions — construction, repair, alteration and maintenance of buildings and structures, including wells, septic systems, water and sewers; correspondence with lessees concerning tenant satisfaction and compliance with lease terms; Grants-in-lieu-of-taxes to municipalities. *Retrievability:* Files arranged by property parcel number and easement number. *Storage Media:* Ongoing microfilming program and EDP (property system).

NCC/PRB-044 *Formerly Identified as:* NCC/PRB-060
Property Development
Description: Recommendations on the suitability or availability of NCC lands and properties for public, semi-public or private purposes; also information on municipal land use and zoning proposals affecting federal properties. *Topics:* Land-use inventories; review and comments on land-use requests for easements; licences of occupation and rights-of-way on federal properties; land use aspects of approved development master plans. *Retrievability:* Files arranged by property parcel number and easement number. *Storage Medium:* Ongoing microfilming program.

NCC/PRB-048 *Formerly Identified as:* NCC/PRB-065
Property Leasing
Description: Information on negotiations and arrangements for the leasing of federal lands and properties for industrial, commercial, agricultural, recreational and residential purposes and promotion of entrepreneurial activities. *Topics:* Leasing of a wide variety of properties — heritage buildings, apartments, single-family homes, farms, offices, commercial establishments, institutional facilities and land for recreational and other purposes; proposals and assessments of prospective tenants; leases and covenants; inspection and maintenance; property tenant records and rental collection system. *Retrievability:* Files arranged by property parcel number. *Storage Medium:* Ongoing microfilming program.

NCC/PRB-052 *Formerly Identified as:* NCC/PRB-070
The Ottawa Greenbelt
Description: Information on the development and administration of the Greenbelt — an area designed to meet the growing open-space needs of residents and visitors to the National Capital Region — and the maintenance of the productive areas and conservation values. *Topics:* Implementation of master plan and protection of natural resources and man-made structures; conservation and recreation activities; forest management and agreements; negotiations and leasing of rural and farm properties; approvals and rejections of land-use requests. *Retrievability:* Files arranged by property parcel number. *Storage Media:* Ongoing microfilming program, EDP (property systems), plans and drawings.

NCC/PRB-056 *Formerly Identified as:* NCC/PRB-075
Surveys and Mapping
Description: Information on the surveying and mapping program to support the Commission's property, engineering, landscaping, construction and legal activities. *Topics:* Topographical mapping and mapping contracts throughout the National Capital Region; land surveys for engineering, landscaping and construction works; legal surveys of NCC properties and legal descriptions of lands; current title records system; aerial photography. *Retrievability:* Files arranged by property parcel number. *Storage Media:* Maps, plans and drawings, aerial and other photographs.

NCC/PLB-059 *Formerly Identified as:* NCC/PLB-080
Planning Policy and Research
Description: Planning policies and professional planning advice to National Capital Commission branches and other levels of government. *Topics:* Planning the use of federally owned lands; accommodation of commercial and institutional activities of the private sector and other levels of government; physical-spatial and socioeconomic studies; transitways and interprovincial transit assistance. *Retrievability:* Files arranged by subject. *Special Access Note:* Studies are catalogued separately. *Storage Media:* Plans and drawings, some in microform.

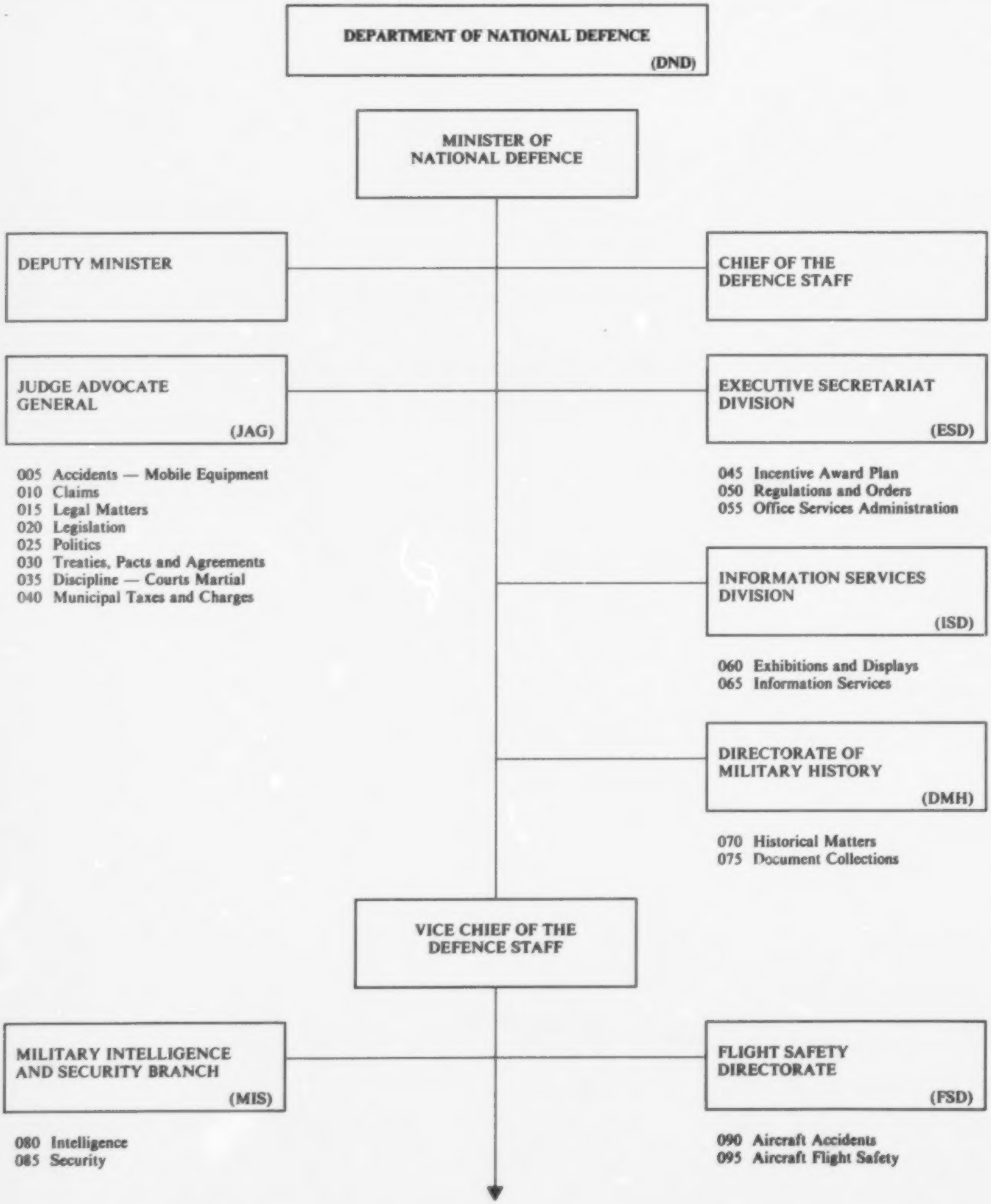
NCC/PLB-062 *Formerly Identified as:* NCC/PLB-085
Regional and Urban Planning
Description: Information on project planning to promote integrated physical development of the Ontario and Québec portions of the National Capital Region. *Topics:* Urban development plans for federal properties in the core area such as the Canlands; detailed land-use plans for specific federal land holdings required for a project; proposals by others affecting the use, development and tenure of federal lands; planning studies and master plans. *Retrievability:* Files arranged by subject. *Special Access Note:* Studies are catalogued separately. *Storage Media:* Plans and drawings, some in microform.

NCC/FAB-066 *Formerly Identified as:* NCC/FAB-090
Finance
Description: Information on financial planning and control, financial services and financial management systems. *Topics:* Finance and accounts generally; agreements; allotments and transfers; banks and banking; expenditures; fees, funds and grants; taxes; travel allowances and expenses; accounts payable and receivable; budgets and estimates; and audit generally. *Retrievability:* Files arranged by subject. *Storage Media:* Microform and EDP.

DEPARTMENT OF NATIONAL DEFENCE

Chapter 61

DEPARTMENT OF NATIONAL DEFENCE



DEPARTMENT OF NATIONAL DEFENCE (DND)

MINISTER OF NATIONAL DEFENCE

DEPUTY MINISTER

CHIEF OF THE DEFENCE STAFF

JUDGE ADVOCATE GENERAL (JAG)

005 Accidents — Mobile Equipment
010 Claims
015 Legal Matters
020 Legislation
025 Politics
030 Treaties, Pacts and Agreements
035 Discipline — Courts Martial
040 Municipal Taxes and Charges

EXECUTIVE SECRETARIAT DIVISION (ESD)

045 Incentive Award Plan
050 Regulations and Orders
055 Office Services Administration

INFORMATION SERVICES DIVISION (ISD)

060 Exhibitions and Displays
065 Information Services

DIRECTORATE OF MILITARY HISTORY (DMH)

070 Historical Matters
075 Document Collections

VICE CHIEF OF THE DEFENCE STAFF

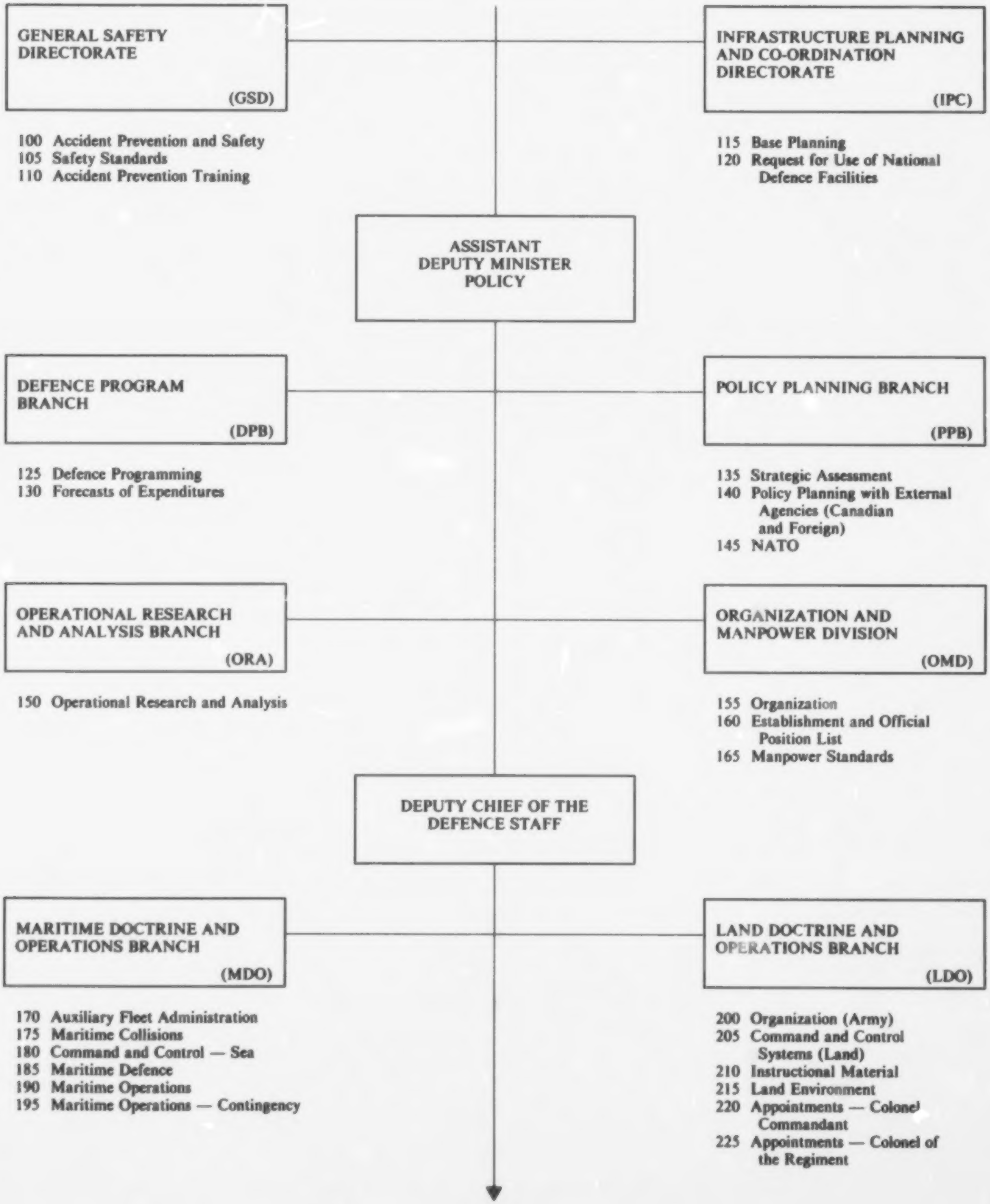
MILITARY INTELLIGENCE AND SECURITY BRANCH (MIS)

080 Intelligence
085 Security

FLIGHT SAFETY DIRECTORATE (FSD)

090 Aircraft Accidents
095 Aircraft Flight Safety

DEPARTMENT OF NATIONAL DEFENCE



GENERAL SAFETY DIRECTORATE (GSD)

100 Accident Prevention and Safety
105 Safety Standards
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INFRASTRUCTURE PLANNING AND CO-ORDINATION DIRECTORATE (IPC)

115 Base Planning
120 Request for Use of National Defence Facilities

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DEFENCE PROGRAM BRANCH (DPB)

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130 Forecasts of Expenditures

POLICY PLANNING BRANCH (PPB)

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140 Policy Planning with External Agencies (Canadian and Foreign)
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OPERATIONAL RESEARCH AND ANALYSIS BRANCH (ORA)

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ORGANIZATION AND MANPOWER DIVISION (OMD)

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160 Establishment and Official Position List
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DEPUTY CHIEF OF THE DEFENCE STAFF

MARITIME DOCTRINE AND OPERATIONS BRANCH (MDO)

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175 Maritime Collisions
180 Command and Control — Sea
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LAND DOCTRINE AND OPERATIONS BRANCH (LDO)

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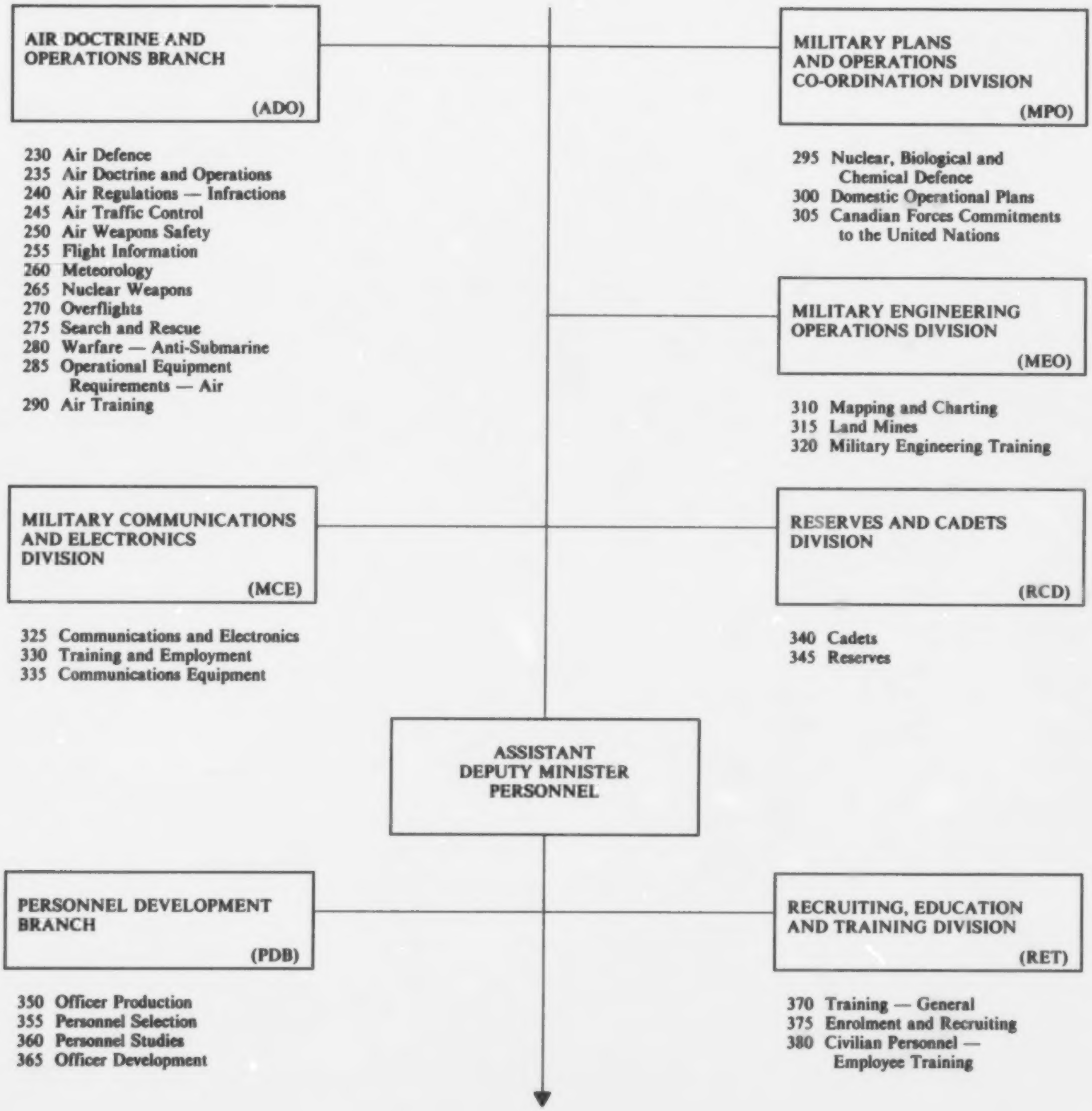
205 Command and Control Systems (Land)
210 Instructional Material
215 Land Environment
220 Appointments — Colonel Commandant
225 Appointments — Colonel of the Regiment

DEPARTMENT OF NATIONAL DEFENCE



AIR DOCTRINE AND OPERATIONS BRANCH (ADO)

230 Air Defence
235 Air Doctrine and Operations
240 Air Regulations — Infractions
245 Air Traffic Control
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255 Flight Information
260 Meteorology
265 Nuclear Weapons
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MILITARY PLANS AND OPERATIONS CO-ORDINATION DIVISION (MPO)

295 Nuclear, Biological and Chemical Defence
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MILITARY ENGINEERING OPERATIONS DIVISION (MEO)

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315 Land Mines
320 Military Engineering Training

MILITARY COMMUNICATIONS AND ELECTRONICS DIVISION (MCE)

325 Communications and Electronics
330 Training and Employment
335 Communications Equipment

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345 Reserves

ASSISTANT DEPUTY MINISTER PERSONNEL

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DEPARTMENT OF NATIONAL DEFENCE

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COMPENSATION AND BENEFITS DIVISION (CBD)

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DEPENDANTS EDUCATION PROGRAMS DIVISION (DEP)

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500 Medical, Dental and Veterinary Equipment and Supplies

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505 Dental Treatment Services
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DEPARTMENT OF NATIONAL DEFENCE

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MANPOWER UTILIZATION DIVISION

(MUD)

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560 Officer Classification Structure
565 Employment
570 Exchanges, Loans and Secondments
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585 Trade Evaluation and Structure

CLASSIFICATION DIVISION

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590 Classification Revision Program
595 Position Classification

CIVILIAN PERSONNEL SERVICES DIVISION

(CPS)

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PERSONNEL CO-ORDINATION AND ADMINISTRATIVE SERVICES DIVISION

(PCA)

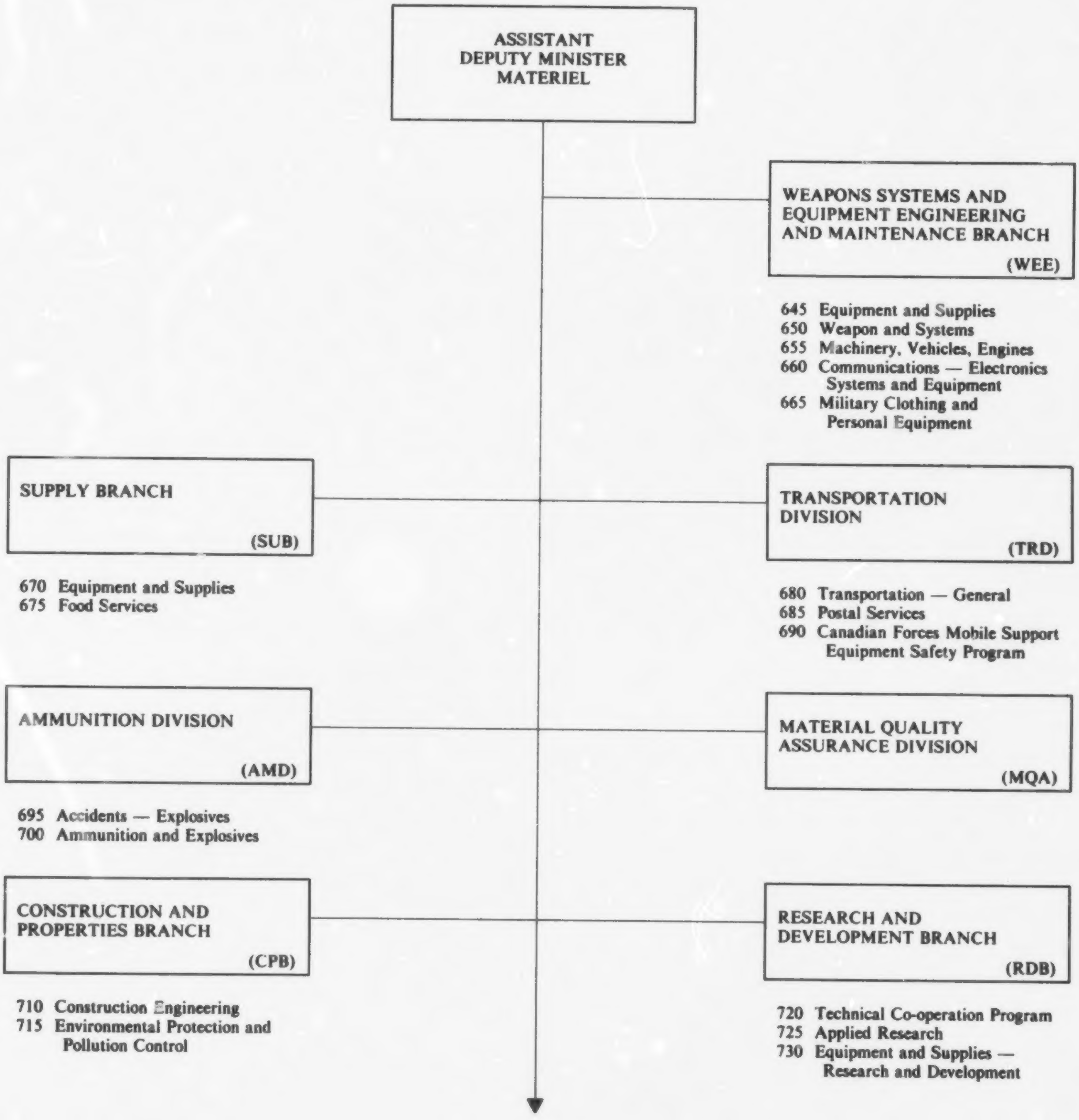
605 Canadian Human Rights Act
610 Privacy Act
615 Canadian Forces Personnel Newsletter
620 National Defence Public Service Communiqué
625 Personnel Management Information Systems
630 Documentation and Records

OFFICIAL LANGUAGES DIVISION

(OLD)

635 Official Languages
640 Language Training

DEPARTMENT OF NATIONAL DEFENCE



ASSISTANT
DEPUTY MINISTER
MATERIEL

WEAPONS SYSTEMS AND EQUIPMENT ENGINEERING AND MAINTENANCE BRANCH (WEE)

645 Equipment and Supplies
650 Weapon and Systems
655 Machinery, Vehicles, Engines
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665 Military Clothing and Personal Equipment

SUPPLY BRANCH (SUB)

670 Equipment and Supplies
675 Food Services

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680 Transportation — General
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MATERIAL QUALITY ASSURANCE DIVISION (MQA)

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710 Construction Engineering
715 Environmental Protection and Pollution Control

RESEARCH AND DEVELOPMENT BRANCH (RDB)

720 Technical Co-operation Program
725 Applied Research
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DEPARTMENT OF NATIONAL DEFENCE

ASSISTANT DEPUTY MINISTER FINANCE

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- 735 National Defence Publications — Production and Distribution
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- 765 Finance and Acounting
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- 780 Automated Data Processing
- 785 Management Information Systems (Design and Analysis)
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ACCESS TO INFORMATION
CO-ORDINATOR
DEPARTMENT OF NATIONAL DEFENCE
NATIONAL DEFENCE HEADQUARTERS
OTTAWA, ONTARIO
K1A 0K2

DEPARTMENT OF NATIONAL DEFENCE

Background

The role and function of the Department of National Defence, and its principal component, the Canadian Forces, have historically been to ensure the security of Canada and to contribute to the maintenance of world peace. The evolution of the Canadian Forces is thus an ongoing modernization process reacting to ever-changing world conditions and itself changing from time to time to address perceived threats to Canada's security.

Laws and Regulations

The Minister of National Defence is the designated minister for the following Acts of Parliament:

- Canadian Forces Superannuation Act, Revised Statutes of Canada (R.S.C.)
- Defence Services Pension Continuation Act, R.S.C. 1970
- National Defence Act, R.S.C. 1970
- Visiting Forces Act, R.S.C. 1970
- Aeronautics Act, R.S.C. 1970; for matters therein relating to defence; otherwise, the designated minister is the Minister of Transport.

Overall Responsibilities

The basic roles and responsibilities of the Department may be summarized as follows:

— To supplement and support the civilian authorities in maintaining surveillance and preserving control over and security within the national territory of Canada and areas of Canadian jurisdiction; to assist civilian authorities in the event of emergency or disaster; to provide search and rescue services; and to contribute to national development.

— To enhance the security of Canada against military threat by co-operating with the United States in the defence of North America.

— To enhance the security of Canada by co-operating in collective defence measures under the North Atlantic Treaty.

— To promote international stability, both by contributing to peacekeeping activities in co-operation with other members of the international community, and by providing military training assistance to friendly nations.

— To provide effective control, management, and administration of all activities of the Department and the Canadian Forces.

— To provide the services necessary to ensure adequate supply and technical support for the Department and the Canadian Forces.

— To provide all levels of training for the Canadian Forces.

— To maintain and advance Canadian scientific and technological knowledge and analytical capability for defence.

Major Publications

The bilingual publication entitled Defence Canada is published annually by the Department of National Defence. It is designed to provide an overview of current strategic considerations relative to defence planning, and highlight departmental activities during the preceding year.

Register of Information Sources and Manuals by Activity

Because of the wide range of manuals, regulations and orders used by the Department of National Defence to fulfill its functions, it is impracticable to include a complete list of its holdings in this publication. The Department may, on request, provide a list of existing manuals relating to a particular subject or activity.

Access Procedures

The Department of National Defence and the Canadian Forces process formal requests under the *Access to Information Act* through a central agency. Requests are channelled to the Access to Information Co-ordinator whose staff initiates and monitors the action required to provide a response.

Informal requests from the public and media for information on departmental programs and activities may be directed to any one of the many offices of information listed in the Government of Canada publication Index to Federal Programs and Services. Requests for information may also be directed to National Defence Headquarters, Ottawa, Ontario, K1A 0K2. Telephone: (613) 992-7147.

Formal requests under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator
Department of National Defence
National Defence Headquarters
Ottawa, Ontario
K1A 0K2
Telephone: (613) 995-1421

General Enquiries

(613) 992-4581

Media Enquiries

(613) 996-2353

Departmental Library

(613) 996-0831

Office of the Judge Advocate General

The office provides legal advice to the Department and the Canadian Forces and oversees a system of courts and justice applicable to all members of the Canadian Forces and to civilians subject to the code of service discipline under Section 55 of the *National Defence Act*. The office also administers and settles damage and injury claims by and against the Department; administers the service estates of all deceased members of the Canadian Forces; and administers the Service Pension Board.

Executive Secretariat Division

The division is responsible for providing and managing administrative services to ensure the effective functioning of the Department in general, and National Defence headquarters in particular. This includes providing departmental administrative support such as library services, records management services, personnel identification services, and National Defence headquarters accommodation management services. The division also provides departmental policy co-ordination and review, and secretarial support for senior management meetings. The director general of this division is the corporate secretary for the Department of National Defence.

Manuals

- Queen's Regulations and Orders for the Canadian Forces
- Canadian Forces Administrative Orders
- Department of National Defence Administrative and Staff Procedures Manual — Administrative Procedures for National Defence Headquarters

Information Services Division

The division provides advice and guidance to the minister, deputy minister, chief of defence staff, commanders, and managers on public information and communications matters in support of National Defence and Canadian Forces policies, objectives, programs and activities. It also plans, conducts, and evaluates information programs for groups within and outside the Department; provides the public and media with the maximum amount of information on defence consistent with national and international security; and arranges Canadian Forces participation in exhibitions and displays. The division maintains a working relationship with communications agencies of federal, provincial, and allied governments.

Directorate of Military History

The directorate's main function is the production of official histories of the Canadian Forces. The directorate collects source documents on Canadian military history, acts as an information centre on the history of the Canadian Forces, and provides historical research facilities.

Vice Chief of the Defence Staff

Military Intelligence and Security Branch

The branch develops policies and plans for the management of National Defence intelligence and security resources; produces and disseminates timely defence intelligence; controls the activities of Canadian Forces attachés and advisers; is the point of contact for foreign military attachés and advisers accredited to Canada; and provides security services to the Department.

Manuals

- Security Orders for the Canadian Forces Manual

Flight Safety Directorate

The directorate makes recommendations and develops programs that will result in the prevention of accidental losses of aviation resources. This includes identifying hazardous areas of Canadian Forces air operations and support functions; developing and monitoring the flight safety program; reviewing aircraft occurrences for trend analysis; providing educational information; participating in the development of new aviation resources; conducting flight safety surveys at civil contractor facilities; and exchanging flight safety information with other military and civilian agencies, solely for accident prevention purposes.

Manuals

- Flight Safety for the Canadian Forces Manual
- Occurrence Investigation Techniques Manual

General Safety Directorate

The directorate is responsible for overall development, co-ordination, and administration of the Department's general safety program and for advising on general safety accident experience, risk and loss control management, and policy for occupational health.

Manuals

- DND General Safety Program Manual
- DND General Safety Standards Manual
- DND General Safety Precautions Manual

Infrastructure Planning and Co-ordination Directorate

The directorate is responsible for co-ordinating base planning activities within the Department. It prepares base planning guidelines; monitors the implementation of base development plans; plans for joint use and occupancy of Canadian Forces bases by civil authorities and foreign military powers; provides advice to other staff agencies on base planning matters; and co-ordinates civil use of military airfields.

Assistant Deputy Minister Policy

Defence Program Branch

The branch develops and maintains the defence program management systems; controls and reviews the defence services program; analyzes options to meet the Department's capability goals; reviews and guides the management of major projects; and prepares the defence services program forecast.

Manuals

- Defence Program Management Systems Guidance Manual

Policy Planning Branch

The branch is responsible for originating and advising on policy matters; evaluating strategic developments; developing defence policy proposals (including defence objectives) and guidance for the planning of defence capabilities; and co-ordinating policy planning with external agencies, in particular with NATO.

Operational Research and Analysis Branch

The branch directs the operational research and systems analysis program, and is responsible for the maintenance of scientific quality and support of financial research elements.

Organization and Manpower Division

The division is responsible for generating departmental organizational policy, procedures, structures, changes, and orders; identifying total military and civilian manpower requirements with the Department, both current and future; controlling military rank and occupational code structures; developing and maintaining the official position list of continuing civilian employees; controlling the casual person-year allocation; developing and maintaining manpower scales and standards; managing the on-site manpower evaluation program; and producing and maintaining unit establishment documents.

Manuals

- Organization and Establishment Manuals
- Volume I — Concept and Policy
- Volume II — Establishment Policy and Procedures
- Volume III — Establishment Criteria
- National Defence Headquarters Organization Book
- Unit Identification Code Manual
- Official Position List

Deputy Chief of the Defence Staff

Maritime Doctrine and Operations Branch

The branch is responsible for the development of maritime policy and doctrine relating to force structure; capability requirements; equipment requirements; contingency plans; operational employment; resource management; staffing; training standards; and the policy for training and employment of the naval reserve.

Manuals

- Maritime Strategy Study (1970-2000) Manual
- Maritime Force Development Guide Manual
- Maritime Commander's Operational Planning Guidance Manual

Land Doctrine and Operations Branch

The branch is responsible for army future force development; doctrine (material taught); force structuring; operational training and planning; equipment requirements; and scaling of equipment.

Manuals

- Army Doctrine Manuals
- Army Future Force Development Manual
- Army Logistics Guide
- Army Field Scales Manual
- Army Field Force Equipment Tables
- Army Ammunition Staff Tables
- Helicopter Operating Instructions (Army) Manual

Air Doctrine and Operations Branch

The branch is responsible for all air force matters, including the type of air force that is required and how it should be used, equipped, and trained to meet established departmental objectives. This branch also advises on air reserve employment and training policy, and provides representation to meet national and international liaison and representational requirements.

Manuals

- Canadian Forces Nuclear Safety and Inspection Orders Manual
- Search and Rescue Orders and Procedures Manual

Military Plans and Operations Co-ordination Division

The division aligns military (sea, land, air) operations and plans so that they are mutually supporting and centrally controlled. The director general, military plans and operations applies a National Defence headquarters overview to current national concerns in planning for war and peacetime emergencies. As well, the division acts as a focal point for operational training and activity planning by assigning and monitoring operations of the Canadian Forces and co-ordinating Canadian Forces activities on standardization agreements and equipment requirements for nuclear, chemical, and biological defence operations.

Manuals

- Current National Operational Defence Plans
- Provision of Services to Non-Defence Agencies Manual
- Nuclear, Biological and Chemical Training Manuals

Military Engineering Operations Division

The division acts as principal adviser on all military engineering and cartographic matters for both Regular and Reserve Forces. This includes training standards, policy, and doctrine for the employment of military engineering and cartographic units. The division also provides operational information, advice, and guidance for the military engineering and cartography portion of the departmental force structuring, operational planning, training, and resource management processes; and meets national and international liaison and representational requirements.

Manuals

- Engineers in Battle Manual

Military Communications and Electronics Division

The division is responsible for providing communications and electronics support to National Defence by directing or co-ordinating all military communications and electronics matters. This includes co-ordinating communications for exercises and operations; communications security; communications plans and requirements; the management of radio frequencies; co-ordination of international military communications matters; and electronic warfare.

Manuals

- Manuals dealing with the operation and maintenance of communications security equipment and the inventory control of communications security material
- National Defence Frequency List Manual
- Management of the Radio Frequency Spectrum Manual
- Land Forces Combat Development Committee Study on Combat Communications (1986-1995) Manual

Reserves and Cadets Division

The division is responsible for advising on policy, training standards, and doctrine for the employment of Reserve Force sub-components; operational information; structuring and development; operational training; equipment acquisition; and the implementation of National Defence headquarters reserve policy. The division also provides advice on departmental support to cadet programs sponsored by the navy, army, and air cadet leagues.

Manuals

- Training, weapon, and equipment operator's manuals for the Navy Reserve, Militia Air Reserve, and the Communication Reserve
- Queen's Regulations and Orders for the Canadian Cadet Organizations

Assistant Deputy Minister Personnel

Personnel Development Branch

The branch is responsible for developing personnel policies; officer training and education; and for conducting research in these areas. The branch is also responsible for the effective overview and administration of special research, planning, and development studies.

Manuals

- Personnel Selection Services Manual
- Manual of Recruiting

Recruiting, Education, and Training Division

The division is responsible for the development and implementation of policy with regard to Regular and Reserve Force recruiting and selection, and individual training and education of military and civilian members of the Department.

Personnel Services Branch

The branch is responsible for originating, developing, and implementing policies on physical education programs for military personnel and for recreation activities for Canadian Forces members, their dependents, and resident Department civilian employees. The branch administers all non-public fund operations, programs, activities, and the Canadian Forces Exchange System (CANEX). It determines military standards of dress, drill and ceremonial. The branch also monitors conditions of service as experienced by service members and their dependents, and operates the National Defence dependants school system.

Manuals

- Policy Manual Governing Operation of Personnel Support Programs in the Canadian Forces
- Policy and Procedures Manual for Non-Public Funds Accounting
- Policy Manual Governing the Operation of the Canadian Forces Exchange System
- Canadian Forces Mess Administration Manual
- Administration and Operation of Physical Education and Recreation Programs Manual
- Canadian Forces Dress Manual

Compensation and Benefits Division

The division is responsible for planning and directing the development of policies and programs for military and civilian compensation, allowances, and personal benefits for personnel employed in a wide variety of environments who require special compensation plans and practices specific to the Department's requirements and equitable with outside compensation policies.

Dependants Education Programs Division

The division is responsible for developing policy on, and administering, organizing, constructing, equipping, and operating the National Defence Dependants school system. This includes teacher establishments and salary agreements; the attendance of children at municipal schools on payment of school fees; and the payment of education allowances, under Privy Council authority or the Military Foreign Service Regulations, 1979, for children of members of the Canadian Forces serving in Canada and abroad.

Chaplain General Protestant Division

The division is responsible for upholding and fostering spiritual values and pastoral care of Protestant Canadian Forces personnel and dependents. This includes the implementation of ecclesiastical and military policy, as it affects the ministry of chaplains, to members of the forces and their dependents; administration of chapel-oriented programs that provide a comprehensive pastoral ministry; development of lay participation and leadership; administration of all religious activities, including those involving chaplain service with the reserves and cadets; and the maintenance of a close working relationship with the Canadian Council of Churches, through its committee on chaplain service in the forces and various civilian committees concerned with sponsorship of Protestant chapel stewardship projects.

Manuals

- Contemporary Hymn Book
- Working Resources Manual, Chaplains' Handbook

Chaplain General Roman Catholic Division

The division is responsible for upholding and fostering spiritual values and the pastoral care of Catholic service personnel and dependents. In addition, the division recommends and implements ecclesiastical and military policy as it affects the ministry of chaplains, and administers programs that provide a comprehensive pastoral ministry to meet the needs of service personnel and their dependents. In ecclesiastical matters, the Chaplain General is responsible to the Roman Catholic military vicar of the Canadian Forces.

Manuals

- Chaplain Handbook (Roman Catholic)

Surgeon General Branch

The branch is responsible for the organization and administration of the Canadian Forces medical services to conserve military manpower and provide medical support for military operations. This includes the development, review, and evaluation of medical policies, plans, and programs relating to operational commitments; therapeutic medicine; preventive medicine; social development services; training and staffing of medical, nursing and medical associate officers, and medical trades personnel; pharmaceutical and financial services; the design and maintenance of medical facilities; and the negotiation of medical agreements with other government departments, civilian hospitals, and affiliated universities in support of Canadian Forces requirements.

Manuals

- Canadian Forces Medical Orders
- Canadian Forces Health Manual
- Canadian Forces Pest Control Manual
- Canadian Forces Medical Service Catalogue of Medical Supplies
- Medical Standards for the Canadian Forces Manual
- Environmental Standards for Canadian Forces Medical Services Laboratories Manual
- Canadian Forces Laboratory Manual
- Medical Assistant Manual, Vol. 1, Canadian Forces Medical Services

Dental Services Division

The division is responsible for formulating dental policies, plans, and programs to ensure the dental health of all members of the Canadian Forces and, in certain areas, their dependents and other civilians. This includes providing treatment along with the necessary accommodation, equipment and supplies; preparing the related budget; co-ordinating command and dental unit resource allocations for the provision of dental services; determining both the professional and technical training standards and requirements for dental personnel; and maintaining liaison and representing the Canadian Forces with dental services of other nations, with federal and provincial dental associations, and educational agencies in Canada.

Manuals

- Canadian Forces Dental Orders
- Canadian Forces Catalogue of Dental Supplies
- Manual of Preventive Dentistry

Personnel Careers and Senior Appointments Branch

The branch is responsible for controlling and administering the assignments and career progression of military personnel who have completed basic training; developing, implementing, and interpreting personnel management policies; selecting personnel for career development and academic upgrading; administering honourary military appointments.

Manuals

- Manual of Personnel Evaluating and Reporting, Officers
- Manual of Personnel Evaluating and Reporting, Other Ranks

Manpower Utilization Division

The division is responsible for developing personnel policies and systems through which departmental objectives, both present and forecast, are translated into statements of manpower requirements; ensuring that personnel requirements, establishments, and actual strengths are harmonized within approved policies and budgets;

allocating military manpower resources within staffing priorities to fill established positions; preparing, and subsequently controlling, annual personnel estimates for military and civilian personnel pay and allowances, salaries, wages, and pension contributions required by the Department; and forecasting and controlling military posting and removal expenses. The division is also responsible for determining the occupational analysis requirements for the Canadian Forces.

Manuals

- Canadian Forces Manual of Other Ranks Trade Structure
- Canadian Forces Manual of Officers' Classification Structure

Classification Division

The division is responsible for the administration and application of the classification system to all Department civilian employees. In addition, the division handles employees' classification grievances; audits regional classification offices; and develops policies, directives, methods and procedures.

Manuals

- Manager's Classification Handbook

Civilian Personnel Services Division

The division is responsible for developing policies and plans, and implementing programs, for recruitment, promotion, transfer, career management, and lay-off of departmental civilian employees; for implementing and maintaining a complete departmental civilian personnel administrative service; for representing the Department in the development of government-wide policies and programs in all of these personnel areas; and for providing advice to senior military and civilian officials on personnel administration matters.

Manuals

- Civilian Personnel Administrative Orders

Personnel Co-ordination and Administrative Services Division

The division is responsible for the administrative functions of the departmental personnel management information systems; investigation of and replies to personnel enquiries and complaints including those under the provisions of the *Canadian Human Rights Act* and the *Privacy Act;* publication of personnel newsletters for both military and civilian personnel; and records management services for personnel and fatal casualties records.

Manuals

- Personnel Management Information System Manual

Official Languages Division

The division is responsible for the development of all departmental official languages policies, both military and civilian, while ensuring that they are in accordance with the *Official Languages Act*, government policies, and the requirements of the Department. This includes the responsibility to evaluate, monitor, and amend existing policies; and formulate, when necessary, new directives on terminology, translation, language training programs, and testing. In addition, the division identifies the language requirements of all civilian positions; maintains an automated information system on civilian personnel; and schedules their language training.

Manuals

- Official Languages Plan (Military)
- Official Languages Plan (Civilian)
- Manual for the Identification of Language Requirements of Military Positions
- Administrative and Staff Procedures (Volume 5) Military Terminology — Part one: Military Lexicon; Part two: Military Glossary

Assistant Deputy Minister Materiel

Weapons Systems and Equipment Engineering and Maintenance Branch

The branch is responsible for providing all aspects of design, engineering, maintenance, and standardization service for all weapons systems, support systems, and related equipment for the Canadian Forces. These functions are effected through project managers and life cycle materiel managers organized in maritime, aerospace, land and communications, electronics engineering, and maintenance divisions.

Manuals

- Defence Program Management Systems Guidance Manual
- Life Cycle Management System Guidance Manual

Supply Branch

The branch is accountable for the provision of materiel for the Canadian Forces.

Manuals

- Canadian Forces Catalogue of Materiel
- Supply Policy Manual
- Supply Instructions Manual
- Warehousing Manual
- Packaging and Preservation Manual
- Canadian Forces Procedures for the Acquisition of Capital Equipment Manual
- Processing of Invoices Manual
- Maintainability — Equipment Maintainability Requirements (Land) Manual

Transportation Division

The division is responsible for the provision of transportation and postal services. This includes planning, programming, and managing the actual provision of transportation and postal services, and the management of the Department's vehicle accident prevention program.

Manuals

- Transportation Manual
- Canadian Forces Postal Services Manual
- The Transportation of Explosives & Other Dangerous Materials by Military Aircraft Manual
- Drivers' Regulations Manual
- Snow and Ice Control Manual

Ammunition Division

The division is responsible for providing and managing ammunition design engineering, maintenance, storage, explosive safety, and disposal services for the Department. In addition, it develops and recommends ammunition-related policies and programs, and provides guidance and co-ordination for their implementation.

Materiel Quality Assurance Division

The division is responsible for planning and directing departmental quality assurance policies and activities; compiling and publishing Canadian qualified products lists; maintaining surveillance over defence contractors, and departmental manufacture and repair facilities; systems of quality control and inspection; establishing and ensuring the implementation of quality assurance standards for the repair, overhaul, modification, and acquisition of new equipment; and ensuring the quality of materiel being procured for the Department of National Defence, other government departments, and foreign governments as required.

Manuals

- Manual of Department of National Defence Quality Assurance Management

Construction and Properties Branch

The branch is responsible for formulating plans and programs for the design, construction, operation, maintenance, protection, and evaluation of accommodations, fixed facilities and utilities; implementing approved programs; managing real property and utility services; co-ordinating the disposal of surplus real property and facilities; formulating related policies; and providing the necessary control and guidance for their application.

Manuals

- Canadian Forces Construction Engineering Manual
- Construction Engineering Technical Orders

Research and Development Branch

The branch is responsible for the formulation and conduct of the departmental research and development program. It participates in the formulation and implementation of departmental policies for research and development activities; controls and directs the operation of the defence research establishments; and ensures that knowledge and application of actual and anticipated advances in science and technology are brought to bear on all departmental functions.

Manuals

- Research and Development Manual

Research and Development Services Division

The division exercises control over the administrative functions for those units of the Canadian Forces permanently allocated to the assistant deputy minister materiel; provides administrative support to the defence research establishments; provides documentation and discussion papers for review; administers the departmental inventions and patents program; and co-ordinates the departmental logistics operations.

Research and Development Policy Division

This division is responsible for planning and directing the Department's position on all NATO matters relating to research, development and production of defence equipment; marketing defence equipment; and for participating in all aspects of national and international marketing activities. This includes costing, evaluating, and obtaining necessary approvals for all departmental commitments in support of defence equipment sales. In addition, the division co-ordinates export permits, memoranda of understanding, and metric conversion.

Research and Development Operations Division

This division is responsible for the planning, control, and operation of research and development in the maritime, land, air and communications elements, as well as the field of human performance.

Assistant Deputy Minister Finance

Financial Services Branch

The branch is responsible for controlling and co-ordinating the financial administration functions of the Department. This involves ensuring the effective functioning of the departmental budgetary system; effective internal controls over funds and assets; effective accounting systems, procedures and practices; the interpretation and communication of financial policies and procedures; the provision of costing, military pay, superannuation administration and financial services; and the operation of the Department's financial information system.

Manuals

- Financial Administration Manual
- Cost Factors Manual

Audit Division

The role of the division within the Department of National Defence is to advise management on the adequacy, efficiency, and effectiveness of the Department's management control framework (including controls over military operations) in facilitating the economic, efficient, and effective achievement of departmental objectives.

Manuals

- DND Manual of Internal Audit

Management Services Division

This division is responsible for controlling the administration of departmental management consulting services; providing a departmental forms management program; and administering the departmental reports control program. It also controls the administration of automatic data processing support to military commanders and departmental managers by formulating appropriate policies, procedures and plans, as well as conducting evaluations. In addition, the division directs the analysis and design of departmental information systems.

Manuals

- Manual of Management Consulting Services
- Automated Data Processing Policies and Procedures Manual

Classes of Records

DND/JAG-005
Accidents — Mobile Equipment
Description: Information on Department mobile equipment accidents involving possible liabilities by or for the Crown. *Topics:* File on each accident. *Retrievability:* By subject and motor vehicle number. *Special Access Note:* Permission of individual involved in particular accident or Department vehicle number required.

DND/JAG-010
Claims
Description: Information dealing with the administration of a claims section and with claims by and against the Crown. *Topics:* Claims — general, by and against the Crown, and against NATO countries;

ministerial compensation for loss or damage; and contract settlement. *Special Access Note:* Permission of individual to whom claim applies is required.

DND/JAG-015

Legal Matters

Description: Information on settlements pertaining to legal matters. *Topics:* General; lease termination liability; citizenship; Department of National Defence personnel testifying as witnesses; military courts; civil courts; Broadcast Musical Industries Canada Ltd. performing right fees; liability for loss and damage; non-military use of Canadian Forces trade marks, designs, titles, names, uniforms; application for incorporation; employment of civilian counsel — drivers of Department vehicles; outside Canada; attendance at judicial proceedings; affidavits and statutory declarations; federal role in law enforcement in Canada; research projects, law, Judge Advocate General; and legal opinions, Judge Advocate General.

DND/JAG-020

Legislation

Description: Information on legislation and legislative acts related to the Department. *Topics:* Legislative acts; and *Canadian Forces Superannuation Act*.

DND/JAG-025

Politics

Description: Information on elections in relation to Canadian Forces electors, public service electors, and dependent electors.

DND/JAG-030

Treaties, Pacts and Agreements

Description: Information on the administration, by the Department of National Defence, of treaties, pacts and agreements. *Topics:* Treaties, pacts, agreements.

DND/JAG-035

Discipline — Courts Martial

Description: Information on the administration of Department of National Defence Courts Martial. *Special Access Note:* Permission of individual to whom the Court Martial refers is required.

DND/JAG-040

Municipal Taxes and Charges

Description: Information on the administration of Department of National Defence municipal taxes and charges. *Topics:* General correspondence on municipal taxes and charges.

DND/ESD-045

Incentive Award Plan

Description: Information on the administration of the Department's incentive award plan. *Topics:* Suggestion, merit, long service, and outstanding achievement award programs. *Special Access Note:* Permission of individual to whom the award was made is required.

DND/ESD-050

Regulations and Orders

Description: Information on regulations and orders in the Department. *Topics:* Queen's Regulations and Orders for the Canadian Forces; and Canadian Forces Administrative Orders.

DND/ESD-055

Office Services Administration

Description: Information on administrative services. *Topics:* Correspondence management; library services; records management; transcribing and typing services; duplicating services; and parking.

DND/ISD-060

Exhibitions and Displays

Description: Information on Department and Canadian Forces participation in national and international exhibitions, air shows, mobile theatres, and Armed Forces Day.

DND/ISD-065

Information Services

Description: This class covers aspects of information and public affairs activities. *Topics:* Policy; biographies; news releases; press clippings; radio and television; films; photographs; information programs; media visits; ceremonies and celebrations; Armed Forces Day; and national and international public relations activities; as well as administration and general files.

DND/DMH-070

Historical Matters

Description: Specific official and unit histories, access to documents, bilingualism, instructions to historians, printing and distribution, information on annual historical reports and diaries, and the production of official histories. *Topics:* Land environment; air environment; and sea environment.

DND/DMH-075

Document Collections

Description: Information on almost all activities of the Canadian Forces from the early twentieth century to recent times. Beginning dates vary from the turn of the century to the Second World War. *Retrievability:* Subject and accession number, source, author, or title.

DND/MIS-080

Intelligence

Description: Information dealing with intelligence information for the use of the Department. *Topics:* Intelligence requirements; briefing; production; facilities; studies; and publications, plans, and analyses.

DND/MIS-085

Security

Description: Information on security, education, and information within the Canadian Forces. *Topics:* Security in an emergency; internal security operations; security education (policy, bulletins, posters); briefings (by country); security information systems (research and development); physical safeguards; release of information (by country); technical security inspections; security of installations (bases/units); security of personnel training; and counter-intelligence.

DND/FSD-090

Aircraft Accidents

Description: Correspondence relating to general policy concerning aircraft accidents, investigations, and summaries of accidents in the Canadian Forces and other countries, replies to requests by the public for information, and aircraft salvage and wreckage recovery. Files on each aircraft in the Canadian Forces inventory contain reports of accidents and incidents to that aircraft. *Topics:* Aircraft accidents — general; returns and summaries; aircraft of other countries; investigations; Canadian Forces and Transport Canada co-ordination; and salvage and wreckage recovery. *Special Access Note:* Aircraft designator and serial number required.

DND/FSD-095

Aircraft Flight Safety

Description: Correspondence dealing with general policy, guidelines, bulletins, posters, publications, awards, operational hazards and foreign object damage associated with flight safety. *Topics:* Statistics; industrial flight safety surveys; and bird hazards.

DEPARTMENT OF NATIONAL DEFENCE

DND/GSD-100
Accident Prevention and Safety
Description: Information dealing with the administration of the Department's general safety program. *Topics:* Standards and precautions; and occupational health and safety.

DND/GSD-105
Safety Standards
Description: Information on general safety standards and precautions.

DND/GSD-110
Accident Prevention Training
Description: Information on the administration of the Department's general safety training program. *Topics:* Supervisor's safety; safety management; and management and occupational health training courses for military and Department civilian personnel.

DND/IPC-115
Base Planning
Description: Information on base planning and development. *Topics:* Base closures; base consolidations; and base openings.

DND/IPC-120
Request for use of National Defence Facilities
Description: Information on the civil use of Department of National Defence aerodromes. *Topics:* Requests; authorization; and co-ordination.

DND/DPB-125
Defence Programming
Description: Information on the planning, programming, budgeting, and managing of the defence services program. *Topics:* The control and identification of all defence activities.

DND/DPB-130
Forecasts of Expenditures
Description: Information on government expenditures and the expenditure management system. *Topics:* Forecasts of expenditures for all defence services program activities.

DND/PPB-135
Strategic Assessment
Description: The Department of National Defence strategic assessment files dealing with the study of international political, economic, and military events and trends.

DND/PPB-140
Policy Planning with External Agencies (Canadian and Foreign)
Description: Information on the integration of all external (international) operations conducted by government, and liaison with foreign agencies regarding UN operations. *Topics:* Integration of government external operations; United Nations; policy; peacekeeping; and International Peace Academy.

DND/PPB-145
NATO
Description: Information on the North Atlantic Treaty Organization. *Topics:* NATO agreement; NATO committees; NATO defence measures and plans; NATO mutual aid; NATO organization and establishment; and NATO defence review.

DND/ORA-150
Operational Research and Analysis
Description: Correspondence files on the preparation of programs, war game rules and techniques, concepts of operation, and strategic studies. *Topics:* Operational research — land, maritime, air; and research analysis of logistics, manpower, mathematics, and statistics (social, economic, and strategic.)

DND/OMD-155
Organization
Description: Information on departmental organization structure and Canadian Forces Organization Orders. *Topics:* Organization policy and procedures; Canadian Forces Organization Orders; and unit identification codes.

DND/OMD-160
Establishment and Official Position List
Description: Policy guidance, procedures, and correspondence files dealing with Canadian Forces establishments and the civilian official position list. *Topics:* Canadian Forces establishments (monthly and quarterly establishment recapitulations); civilian official position list; on-site manpower evaluation reports.

DND/OMD-165
Manpower Standards
Description: Policy guidance, procedures, and correspondence files dealing with manpower standards and establishment criteria. *Topics:* Manpower standards and establishment criteria.

DND/MDO-170
Auxiliary Fleet Administration
Description: Correspondence on the administration of the auxiliary fleet. *Topics:* General administration; docking and undocking reports; finance and accounting; replacement program; equipment; and personnel.

DND/MDO-175
Maritime Collisions
Description: Correspondence and reports on collisions at sea. *Topics:* Groundings; berthing incidents; and mishaps.

DND/MDO-180
Command and Control — Sea
Description: Correspondence on the various maritime systems, generically called command and control systems, which are concerned with the collection, evaluation, display, and dissemination of tactical information to permit effective command of a force at sea.

DND/MDO-185
Maritime Defence
Description: Correspondence on maritime defence. *Topics:* Defence of ships; utilization of government-owned vessels during emergency or war; torpedo counter-measures; maritime forces deployment; maritime defence in the Arctic; security of Canadian ports, internal waters, and shipping.

DND/MDO-190
Maritime Operations
Description: Correspondence on maritime operations. *Topics:* Employment of maritime forces; ships' movement reporting system; naval gunfire support; operational readiness; and International Commission on North Atlantic Fisheries — fisheries patrols.

DND/MDO-195
Maritime Operations — Contingency
Description: Correspondence on maritime contingency operations. *Topics:* Civil direction of shipping; naval control of shipping; naval officer-in-charge organization; and fisheries emergency control organization.

DND/LDO-200
Organization (Army)
Description: Information on development of force structure and unit establishments. *Topics:* Units and formations.

DND/LDO-205

Command and Control Systems — Land

Description: Information on development and user input to command and control system, development of operational concepts and organization for the land forces, and combat development in Canada.

DND/LDO-210

Instructional Material

Description: Instructional pamphlets, books, manuals, etc. resulting from the development of land doctrine.

DND/LDO-215

Land Environment

Description: Information on the British Army Training Conference (training in Canada) and British exercises in Canada.

DND/LDO-220

Appointments — Colonel Commandant

Description: Information on the appointment and activities of colonel commandants for branches of the Canadian Forces.

DND/LDO-225

Appointments — Colonel of the Regiment

Description: Information on the appointment and activities of colonels of the regiment of the Canadian Forces regiments.

DND/ADO-230

Air Defence

Description: Information on air defence as it applies to North America. *Topics:* Movement of aircraft; detection and tracking; and deployment of aircraft.

DND/ADO-235

Air Doctrine and Operations

Description: Information on various modes of employment of air vehicles in both the combat and support role. *Topics:* Aerial, tactical and reconnaissance operations; flying rates; ejection; bail-out and parachuting procedures; and doctrine development.

DND/ADO-240

Air Regulations — Infractions

Description: Information on security identification zones, air regulations in general, and investigation of infractions.

DND/ADO-245

Air Traffic Control

Description: Information on matters related to air traffic control, mainly on a day-to-day basis in a peacetime environment. *Topics:* Control of airways; zones; and military flying areas.

DND/ADO-250

Air Weapons Safety

Description: Information on air weapons safety in general, as well as policy and investigations of accidents and incidents.

DND/ADO-255

Flight Information

Description: Notices to airmen, danger and restricted areas, and annual air facility description. *Topics:* International Civil Aeronautical Organization; publications; and aeronautical charts.

DND/ADO-260

Meteorology

Description: Information on all aspects of meteorology in the Canadian Forces, mainly from an organizational and administrative point of view. *Topics:* Communications; publications; secondment of personnel; forecasting; and observing.

DND/ADO-265

Nuclear Weapons

Description: Information on policy and various administrative procedures and understandings that pertain to the control of nuclear weapons. *Topics:* Administration; accidents and incidents; field activities; safety; storage; and supplementary arrangements.

DND/ADO-270

Overflights

Description: Information on overflights of Canada by aircraft of various nations under various circumstances; also overflights of other countries.

DND/ADO-275

Search and Rescue

Description: Information on virtually all aspects of search and rescue as it pertains to the Department of National Defence. *Topics:* Aircraft; marine; missing persons; and mercy flights.

DND/ADO-280

Warfare — Anti-Submarine

Description: Information on systems and techniques employed in anti-submarine warfare. *Topics:* Detection systems; and sound surveillance.

DND/ADO-285

Operational Equipment Requirements — Air

Description: Information on various air-related equipment requirements including air vehicles, ground support equipment, and some ground installations. *Topics:* Tactical requirement; ground support; and training requirement.

DND/ADO-290

Air Training

Description: Information on air training in general. *Topics:* Training flights; flying boats; parachuting; aircrew; packer rigger; weapons instructor; and meteorology, air operational, search and rescue.

DND/MPO-295

Nuclear, Biological and Chemical Defence

Description: Information on the Canadian Forces defence to nuclear, biological, and chemical threats as it relates to training and equipping the Canadian Forces. *Topics:* Equipment; and nuclear, biological and chemical training.

DND/MPO-300

Domestic Operational Plans

Description: Current national plans dealing with domestic emergencies of military or civil nature. *Topics:* Aid to other federal departments; aid to civil powers, armed assistance, etc; domestic emergency plans; emergency planning; and mobilization planning.

DND/MPO-305

Canadian Forces Commitments to the United Nations

Description: Canadian Forces commitments to United Nations operations and plans. *Topics:* United Nations Truce Supervisory Organization; United Nations Forces in Cyprus; and United Nations Disengagement Observer Force.

DND/MEO-310

Mapping and Charting

Description: Information on mapping and charting at the Department of National Defence. *Topics:* Requirements; formal agreements; operational developments; and requests and issues.

DEPARTMENT OF NATIONAL DEFENCE

DND/MEO-315

Land Mines

Description: Information on land mines and land mine warfare in the Canadian Forces and allied armies. *Topics:* Anti-tank mines; anti-personnel mines; off route mines; scatterable mine systems; mine countermeasures; mine dispensing equipment; and mine detection.

DND/MEO-320

Military Engineering Training

Description: Information on military engineering training in the Canadian Forces. *Topics:* General; officers; civilians; field engineers; structures; mechanical; and fire prevention.

DND/MCE-325

Communications and Electronics

Description: Information dealing with communications and electronics in the Canadian Forces. *Topics:* Air traffic control systems; air transportable system; automated data processing (ADP) system; electronic warfare; fixed communications; frequencies; fleet communications; navigation aids; and radar.

DND/MCE-330

Training and Employment

Description: Files dealing with the training and employment of communications personnel in the Canadian Forces. *Topics:* Communication training, including security; electronic warfare; communications officer training and employment; and employment of communication personnel.

DND/MCE-335

Communications Equipment

Description: Correspondence and directives dealing with the procurement and distribution of certain electronics equipment. *Topics:* Communications security equipment and components; and electronic warfare equipment.

DND/RCD-340

Cadets

Description: Information on the administration, organization, and establishment of cadet corps and schools, cadet training courses, and cadet exchanges. *Topics:* Cadet; and Cadets — Air, Army, Sea.

DND/RCD-345

Reserves

Description: Information on the administration, training, doctrine for employment, operation, structure and development, and equipment acquisition for the Reserves. *Topics:* Reserves general administration; policy; and equipment policy for the Reserves.

DND/PDB-350

Officer Production

Description: Information on the policies and procedures for the production of officers. *Topics:* Regular officer training plan; officer candidate training plan; and the admission of women to military colleges.

DND/PDB-355

Personnel Selection

Description: Information on personnel selection policies and standards. *Topics:* Personnel selection policies and standards; research and development of standards for selection of personnel; second career assistance network; attitude surveys; leadership assessments; non-commissioned officer selection; and commissioning plans selection standards.

DND/PDB-360

Personnel Studies

Description: Studies on personnel development research. *Topics:* Various departmental studies on personnel (civilian and military) such as premature release, aircrew — future requirement (1976), and others.

DND/PDB-365

Officer Development

Description: Information on officer development, education, training, and commissioning requirements. *Topics:* Officer professional development program; the granting of degrees; post commissioning — general; entry and initial training; staff courses — general; and staff college training requirements.

DND/RET-370

Training — General

Description: Information on policy guidelines for co-ordinating training development activities in the Canadian Forces. *Topics:* Basic training; courses in-service; courses out-service; management training; post-graduate training; and training technology.

DND/RET-375

Enrolment and Recruiting

Description: Information dealing with enrolment and recruiting within the Canadian Forces. *Topics:* Recruiting advertising; enrolment inquiries for Canadians, aliens, and officer applicants, and for regular officer training plan; enrolment applications for officer candidate training plan and for females.

DND/RET-380

Civilian Personnel — Employee Training

Description: General guidelines and correspondence files on civilian training within the Canadian Forces. *Topics:* Employee training and development; apprenticeship training; training agreements; annual training and development review reporting; and civilian training study.

DND/PSB-385

Canadian Forces Exchange System (CANEX)

Description: Information on the Canadian Forces Exchange System. *Topics:* Organization and management; accounting and finance; communications; facilities; merchandising; operations; personnel; and public support.

DND/PSB-390

Amenities — Canadian Forces

Description: Information on the Canadian Forces amenity programs. *Topics:* Policy; books, magazines, and newspapers; entertainment films; live shows; radio and television; spirits, wine and beer; and tobacco and cigarettes.

DND/PSB-395

Canadian Forces Physical Education and Recreation

Description: Information on the Canadian Forces physical education and recreation programs. *Topics:* Policy; physical education and recreation — sports; and sports competitions and championships — national and international.

DND/PSB-400

Non-Public Funds — Canadian Forces

Description: Information on Canadian Forces non-public funds. *Topics:* Canadian Forces central funds; benevolent — welfare — trust and assistance funds; and public support to non-public funds.

DND/PSB-405

Welfare

Description: Information dealing with the Canadian Forces Welfare Program and Services. *Topics:* Financial counselling, and social work services.

DND/DOC-410
Badges and Insignia
Description: Information dealing with the badges and insignia of the Canadian Forces. *Topics:* Badges and insignia for Canadian Forces; commands; units; branches; ranks; and qualification.

DND/DOC-415
Battle Honours
Description: Information dealing with battle honours.

DND/DOC-420
Ceremonies, Celebrations
Description: Information dealing with participation, by the Department of National Defence, in ceremonies and celebrations. *Topics:* Ceremonies and celebrations; centennials; and observance of special days.

DND/DOC-425
Colours, Flags
Description: Information dealing with colours and flags. *Topics:* Flags; pennants; colours; devices; and accessories.

DND/DOC-430
Appointments
Description: Information dealing with military appointments. *Topics:* Senior appointments; aides-de-camp; commanders; colonel commandants; colonel of the regiment; and honourary.

DND/DOC-435
Bands
Description: Information dealing with bands of the Canadian Forces. *Topics:* Policy; music and songs; regimental marches and calls; organization; and participation in ceremonies.

DND/DOC-440
Dress Instructions
Description: Information on dress regulation and clothing requirements in the Canadian Forces. *Topics:* Ceremonial; environmental; women personnel; design; officers; other ranks; and special purpose.

DND/DOC-445
Honours and Awards
Description: Information on honours and awards. *Topics:* Honours; awards; citations; commendations; medals; and decorations.

DND/CBD-450
Personnel Insurance
Description: Information on policies and procedures for hospital and medical benefits to dependents of military personnel. *Topics:* Hospital and medical; medicare; service income security insurance plan; etc.

DND/CBD-455
Industrial Relations and Compensation
Description: Information on military compensation and benefits in relation to comparable benefits available outside the military.

DND/CBD-460
Financial Benefits — Pay and Allowances
Description: Information on policies and programs for military compensation, allowances, and personnel benefits, as related to comparable benefits available to the Public Service. *Topics:* Pension deductions; contributions and deferred pay; pay allotments and remittances; fines; forfeitures and deductions; transportation and travelling expenses; and miscellaneous entitlements and grants.

DND/DEP-465
Education of Children of Members of the Canadian Forces
Description: Information on the provision of education and facilities at the elementary and secondary levels within Canada and abroad. *Topics:* Overseas (schools); teachers' recruitment and nomination (overseas schools); financial; reports and statistics; non-resident school fees (Canada); and teachers' salaries (in Canada).

DND/CGP-470
Chaplain Services — Protestant
Description: Information on chapel and religious activities conducted for, or on behalf of, Canadian Forces personnel and their dependents. *Topics:* Protestant denominations; religious administrations; moral and religious training; chapel offerings; stewardship; and Sunday school mission project.

DND/CGP-475
Chaplain Training — Protestant
Description: Information on training conducted to increase the effectiveness of chaplains and lay leaders in their ministry to Canadian Forces personnel and their dependents. *Topics:* Advanced chaplain courses; refresher courses; professional training including lay leadership and post-graduate studies; reserve chaplain courses; and junior and middle management courses.

DND/CRC-480
Chaplain Training — Roman Catholic
Description: Information on the training of chaplains and seminarians to perform religious activities on behalf of Canadian Forces personnel and their dependents. *Topics:* Military training; indoctrination courses; special courses; orientation courses; and reserve officer training.

DND/CRC-485
Chaplain Services — Roman Catholic
Description: Information on church and religious activities conducted for, or on behalf of, Canadian Forces personnel and their dependents. *Topics:* Chancery activities, religious services, religious training, parish organization and administration, pastoral activities, liturgy, religious education, vocations, moral issues, schools, chapels, ecclesiastical equipment, pilgrimages, ecclesiastical terms of reference command, base and officiating chaplains, ecclesiastical monthly reports, and ecumenism.

DND/SGB-490
Documentation and Records — Medical
Description: Information dealing with medical documentation and records, and their release. *Topics:* Medical dental records. *Special Access Note:* Permission of individual concerned is required. *Special Note:* See also bank DND/P-PE-810 in the Personal Information Index.

DND/SGB-495
Medical Services
Description: Files contain more detailed expansion of the policy, guidelines and procedures as outlined in medical orders, plus correspondence on medical care and treatment. *Topics:* Medical plans and services; anatomy and physiology; medical care and attendance; bacteriology; blood and blood derivatives; cardiology; diseases and conditions; diseases and conditions — tuberculosis, venereal diseases; employment of civilian doctors and nurses; examinations and standards; hearing; human resources and military psychology; hygiene and sanitation; hygiene and sanitation — industrial, pest control; laboratory services; medicine; medicine — aviation, nuclear, bacteriological and chemical warfare, submarine, climatic, diving; nutrition; psychiatry; medical publications; radiation selection and protection; radiology; reports, returns and statistics; research; surgery; and vision.

DND/SGB-500

Medical, Dental and Veterinary Equipment and Supplies

Description: Information on the cataloguing, purchasing, storage, disposal, and quality control of medical, dental, and veterinary equipment and supplies. *Topics:* Medical, dental and veterinary equipment and supplies; drugs, biologicals, and official reagents; medicated cosmetics and toiletries; surgical dressing materials; medical and surgical instruments and supplies; dental instruments, equipment, and supplies; X-ray equipment and supplies — medical, dental, and veterinary; hospital furniture, equipment, utensils, and supplies; hospital and surgical clothing and textile special-purpose items; optician's instruments, equipment, and supplies; medical sets, kits, and outfits; instruments and laboratory equipment.

DND/DSD-505

Dental Treatment Services

Description: Information on policy and statistics, and general information on provision of dental care in the Canadian Forces dental services. *Topics:* General policies; entitlement to dental treatment of military and civilian personnel; dental care delivery system; reports and returns; statistical analysis of treatment programs; research and development; and dental treatment accounts and costing.

DND/DSD-510

Personnel Dental Records

Description: Dental fitness and treatment records. *Topics:* Assessment of dental fitness; condition on enrolment; record of dental conditions and past dental treatment; brief medical questionnaire. *Retrievability:* Files arranged by name, rank and social insurance number. *Special Access Note:* Permission of individual concerned is required. *Special Note:* See also bank DND/P-PE-811 in the Personal Information Index.

DND/CSA-515

Postings

Description: Information on postings and transfers of Canadian Forces personnel. *Topics:* Policy; postings, officers; postings, other ranks; posting orders and instructions; and postings, temporary duty to courses.

DND/CSA-520

Careers

Description: Information dealing with career matters of Canadian Forces personnel. *Topics:* Careers, officers; career development program, other ranks; and careers, men.

DND/CSA-525

Engagement and Re-engagement

Description: Information dealing with engagement and re-engagement of Canadian Forces personnel. *Topics:* Policy; extension of service; vested rights; and liability to serve.

DND/CSA-530

Promotions

Description: Information on promotions of Canadian Forces personnel. *Topics:* Promotions, officers; and promotions, other ranks.

DND/CSA-535

Other Ranks

Description: Information on ranks and rank structure of the Canadian Forces. *Topics:* Ranks, general; ranks, qualifying examinations; and rank structure.

DND/CSA-540

Releases

Description: Information on releases of Canadian Forces personnel. *Topics:* Policy; officers; and other ranks.

DND/CSA-545

Remustering of Tradesmen

Description: Information on the remustering of Canadian Forces personnel.

DND/CSA-550

Retirement

Description: Information on retirement of Canadian Forces personnel. *Topics:* Policy; premature retirement; and compulsory retirement.

DND/MUD-555

Service Personnel — Occupational Analysis

Description: Information on miscellaneous aspects of service personnel activities. *Topics:* Officers; and other ranks. *Retrievability:* Military occupation code (MOC) numbers.

DND/MUD-560

Officer Classification Structure

Description: Information on the officer classification structure. *Topics:* Environment (land, sea, air); revenues; and classification specifications. *Retrievability:* Military occupation code (MOC) numbers.

DND/MUD-565

Employment

Description: Information on the employment of personnel in the Canadian Forces. *Topics:* Military employment of personnel resources; and military reserves employment.

DND/MUD-570

Exchanges, Loans, and Secondments

Description: Information on the administration of personnel exchanges, loans, and secondments. *Topics:* United Nations; Commonwealth nations; allied nations; and other government departments.

DND/MUD-575

Manpower

Description: Information on manpower programming. *Topics:* Strength and attrition forecasts — officer training plans; men; enrolment program; financial control program; computer support manning programs; ceilings; manpower requirements (civilian and military); and manning priorities.

DND/MUD-580

Qualifications

Description: Information on the qualifications of officers and other ranks. *Topics:* Qualifications; requirements; officers and other ranks. *Retrievability:* military occupation code (MOC) numbers.

DND/MUD-585

Trade Evaluation and Structure

Description: Information on trade evaluation structure and specifications. *Retrievability:* Files arranged by military occupation code (MOC) numbers.

DND/CLD-590

Classification Revision Program

Description: General correspondence and document files on the classification audit program. *Topics:* The revision of classification standards and internal classification studies; the Classification Policy Manual; monthly classification activity reports; classification of civilian personnel positions in the Canadian Forces Europe; classification grievances; and the classification audit program.

DEPARTMENT OF NATIONAL DEFENCE

DND/CLD-595

Position Classification

Description: Files on job descriptions, organizational charts, rationales on job evaluation, on-site review reports, grievance reports, and job ratings.

DND/CPS-600

Civilian Personnel Services

Description: Information on the administration of the Department's civilian personnel activities. *Topics:* General information; general administration; financial administration; staffing; classification; compensation and benefits; staff relations; superannuation; human resources (planning and training); forms and records; career development; casual labour program; collective bargaining courses; industrial relations and compensation; management trainee program; and manpower.

DND/PCA-605

Canadian Human Rights Act

Description: Policy, guideline, and correspondence files on the relationship between the *Canadian Human Rights Act* and present and former military personnel or civilian employees of the Department of National Defence.

DND/PCA-610

Privacy Act

Description: Information on the *Privacy Act* with respect to present and former military personnel or civilian employees of the Department of National Defence. *Topics: Privacy Act* — policy; information banks; statistical returns; complaints and investigations; and enquiries.

DND/PCA-615

Canadian Forces Personnel Newsletter

Description: Information on the production, distribution, and subjects in the newsletter. *Topics:* Dissemination of information on Canadian Forces personnel matters; letters to the editors; and production and distribution.

DND/PCA-620

National Defence Public Service Communiqué

Description: Information on the production, distribution, and subjects in the Communiqué. *Topics:* Dissemination of information on civilian personnel matters; letters to the editor; and production and distribution.

DND/PCA-625

Personnel Management Information Systems

Description: Information on the personnel management information systems. *Topics:* Policy; automated system design, development, evaluation, and modifications; sub-systems; system input; data elements and codes, military occupation and specialty qualifications; system output; quality control; personnel management and personnel-related information systems; training management information system; and long-term personnel information project.

DND/PCA-630

Documentation and Records

Description: Information on the requirement for documentation and records for Canadian Forces personnel. *Topics:* Records of service; documents; trade qualification records; statement of ordinary residence; release documentation; certificates; personal documents required for records and pension purposes; and unit employment records. *Special Note:* See also banks DND/P-PE-837 and DND/P-PE-838 in the Personal Information Index.

DND/OLD-635

Official Languages

Description: Information on the administration of the Department's official language plans. *Topics:* Official languages; civilian requirements; military requirements; and departmental official language plan.

DND/OLD-640

Language Training

Description: Information on language training in the Department.

DND/WEE-645

Equipment and Supplies (Engineering and Maintenance)

Description: Information pertaining to equipment and supplies being considered for acquisition, in the course of acquisition, or in service within the Canadian Forces. *Topics:* Defects and failures; design and engineering changes; drawings and specifications; maintenance techniques; and modifications and alterations. *Retrievability:* Subject, equipment name, contract number, catalogue number.

DND/WEE-650

Weapons and Systems (Engineering and Maintenance)

Description: Correspondence, instructions, and technical descriptions on weapon systems and primary equipment platforms of maritime and air elements, and guns, missiles, and launchers for all environments. *Topics:* Guns by type; launchers; fire control systems; aircraft by type; ships by class and name; and guided missiles.

DND/WEE-655

Machinery, Vehicles, Engines (Engineering and Maintenance)

Description: Correspondence, instructions and technical information on cataloguing and identification, defects, maintenance, repair, and overhaul, and supply and demand. *Topics:* Ship and boat propulsion components; deck machinery; passenger motor vehicles; trucks and truck tractors (wheeled), by type; trailers; combat, assault and tactical vehicles (tracked); engines by type and application; and turbines by type and application. *Retrievability:* Class of main system and type.

DND/WEE-660

Communications — Electronics Systems and Equipment (Engineering and Maintenance)

Description: Correspondence, reports, scaling, and technical information on communications — electronics systems. *Topics:* Telephone and telegraph; teletype and facsimile; radio and television; radio navigation; intercommunication and public address; radar; underwater sound equipment; also components and connectors.

DND/WEE-665

Military Clothing and Personal Equipment

Description: Correspondence, reports, scaling, and technical information on military clothing and personal equipment. *Topics:* Flags and pennants; clothing — individual equipment and insignia; outerwear — men's, women's; clothing, special purpose; underwear — men's, women's; footwear — men's, women's; hosiery; and badges and insignia.

DND/SUB-670

Equipment and Supplies

Description: Correspondence files on various stages of acquisition, life of, and disposal of equipment and supplies. *Topics:* Cataloguing and identification; contract demands; disposal; initial provisioning; issues from and restocking; local purchases; packing, packaging and preservation; recovery, recuperation and salvaging; replacement program; sales, transfers and free issues; scales and tables — Canadian Forces scales; spare parts; stocktaking and inventories; storage and warehousing; supply and demand; and surplus and excess stores.

DEPARTMENT OF NATIONAL DEFENCE

DND/SUB-675
Food Services
Description: Information on the provision of food services in the Canadian Forces. *Topics:* General; staff visits; and unit returns.

DND/TRD-680
Transportation — General
Description: Information on the Department's transportation services. *Topics:* Material; personnel; programming and requirements; rates and tariffs; reports and returns; special flights; systems development; and vehicles.

DND/TRD-685
Postal Services
Description: Information on the Canadian Forces postal service. *Topics:* Handling of mail; regulations; postal inspections; special arrangements; and financial operations.

DND/TRD-690
Canadian Forces Mobile Support Equipment Safety Program
Description: Information on the administration of the Canadian Forces mobile support equipment safety program. *Topics:* Reports, returns and statistics; and competitions and awards.

DND/AMD-695
Accidents — Explosives
Description: Information on accidents and explosive hazards at the Department of National Defence. *Topics:* Accidents — explosives safety; shipboard magazines — explosive hazards; and accident reports.

DND/AMD-700
Ammunition and Explosives
Description: Information on ammunition and explosives of all calibers, land mines, torpedoes, missiles, pyrotechnics, demolition materials, fuses, design, modification, and storage. *Topics:* Design engineering; maintenance; storage; explosive safety; disposal; technical information; and ammunition restrictions.

DND/CPB-710
Construction Engineering
Description: Information on the acquisition, disposal, utilization, and management of real property or interest therein; design and construction of works projects; the maintenance of works and buildings; utilities services; and similar functions within the Department of National Defence. *Topics:* Accommodation; airfields; construction and maintenance; fire prevention; grounds maintenance; heating systems; janitorial services; natural resources management; real property management; acquisition of works and buildings; lettings; disposal; research and development; sanitation services; and utilities.

DND/CPB-715
Environmental Protection and Pollution Control
Description: Information on environmental protection and pollution control within the Department of National Defence. *Topics:* air, solid waste disposal, and toxic hazardous waste disposal pollution control; and environmental assessment and review.

DND/RDB-720
Technical Co-operation Program
Description: Information on co-operation in research and development with defence departments in Australia, New Zealand, Britain and the United States. *Topics:* Guided missiles; undersea warfare technology; electronic devices; military space research; nuclear weapons defence; and behavioral sciences.

DND/RDB-725
Applied Research
Description: Information on applied research and technology base activities and projects. *Topics:* Military college grants; defence science contracting; surveillance and remote control sensing; and laser technology.

DND/RDB-730
Equipment and Supplies — Research and Development
Description: Research and development information on equipment and supplies requested by the Department. *Topics:* Research requirements of the Canadian Forces; industrial research and development; and bilateral arrangements for research and development with other countries.

DND/RSD-735
National Defence Publications — Production and Distribution
Description: Information on documentation and drawing services (including the design production and management of the Department's publications).

DND/RSD-740
Inventions and Patents
Description: Information on departmental policies on patent administration. *Topics:* Inventions and patents; inventions submitted to the Department; patent applications referred to the Department; patent opinions, validity and infringement; trade mark matters; copyright matters; design matters; and inventions arising from Department contracts.

DND/RSD-745
Logistics Operations
Description: Information on logistic contingency plans and procedures and co-ordination of logistics aspects of operations. *Topics:* Logistics operations — national and international, logistic policy and doctrine, and logistic systems evaluation.

DND/RDP-750
Exports and Imports
Description: Information on Department of National Defence export permits. *Topics:* Policy; applications for export; intelligence and security implications; and reports of export permits.

DND/RDP-755
Metric System
Description: Information on metric conversion at the Department of National Defence.

DND/RDP-760
Equipment and Supplies — (Military Assistance Program)
Description: Information on the military assistance program. *Topics:* Policy; general; Turkish T33 aid program; and Portuguese aid program. *Retrievability:* By country and subject. *Note:* Files on specific supply items or categories of equipment, including communications equipment, are common to all agencies dealing in procurement, engineering, and maintenance, and those agencies responsible for its operational employment. Equipment files are not necessarily identified with a specific operational environment (navy, army or air force). Equipment life-cycle management services are fully integrated and common to all three operational environments.

DND/FSB-765
Finance and Accounting
Description: Files on the overall financial administration of the Department. *Topics:* Accounting; allotments; financial arrangements and agreement; costing; administration of pay and allowances; and write-offs.

DND/FSB-770
Auditing
Description: Correspondence on departmental auditing programs. *Topics:* Limited dividend housing; progress reports; special investigations; functional audit program; professional practices; and systems development reviews.

DND/MSD-775
Management Services
Description: Information on management consulting services, projects and scales and standards program studies. *Topics:* Management consulting services project reports; scales and standards studies; and advisory services. *Retrievability:* Fiscal year, file number, title of report, client.

DND/MSD-780
Automated Data Processing
Description: Information on automated data processing standards, base automated data processing program, logistic services, and systems applications.

DND/MSD-785
Management Information Systems (Design and Analysis)
Description: Automated management information systems. *Topics:* Automated data processing — general; Annual Automated Data Processing Report and Plan; the personnel management information system; the organization and management of management information systems; the technical services of management information systems; and analysis and design of management information systems.

DND/MSD-790
Integrated Automatic Data Processing System
Description: Information on the system, and files on policy and planning.

Deleted Classes of Records

DND/MQA-705	Equipment and Supplies (Inspections)

NATIONAL ENERGY BOARD

Chapter 62

NATIONAL ENERGY BOARD

NATIONAL ENERGY BOARD
(NEB)

FINANCIAL REGULATORY BRANCH
(FRB)

005 Rates and Tolls
010 Accounting and Auditing
020 Uniform Accounting Regulations for Oil and Gas
025 Financial Reports

ENVIRONMENT AND RIGHT-OF-WAY BRANCH
(ERW)

030 Environmental Aspects of Energy Development
035 Environmental Implications of Oil and Gas Pipeline Operations
040 Lands and Routing
045 Environmental Incidents or Emergencies
050 Environmental Associations and Committees
055 Environmental Assessment, Surveillance and Monitoring

PIPELINES ENGINEERING AND OPERATIONS BRANCH
(PEO)

060 Pipeline Development Projects
065 Operation of Oil and Gas Pipelines
070 Pipeline Incidents or Accidents
075 Pipeline Associations and Committees
080 Pipeline Construction
081 Inspection of Meters

OFFICE OF THE SECRETARY
(OOS)

085 Public Hearing Process — Applications to the National Energy Board and Reasons for Decision
090 Standing Panel Files
095 Certificates, Licences and Orders
100 Minutes of Meetings
105 Parliamentary and Ministerial Enquiries

LAW BRANCH
(LAW)

110 Legal Opinions
115 Statutes and Regulations
120 Legal Cases
125 Litigation

NATIONAL ENERGY BOARD

GAS BRANCH
(GAS)

130 Natural Gas Pricing and Marketing
135 Import and Export Gas Licences
140 Export Control of Gas Products
145 United States Regulatory Agencies for Natural Gas and Gas Products

OIL BRANCH
(OIL)

190 National Oil Policy
195 Allocation of Oil
200 Liaison with United States on Oil Matters
205 Crude Oil Movements by Pipeline
210 Export Charge for Crude Oil and Oil Products
215 Export Control of Crude Oil, Condensates and Products
220 Enquiry Hearings on the Canadian Oil Supply and Requirements
225 Exchange Agreements on Crude Oil
230 Crude Oil Statistics on Refinery Production
235 Oil Refining Capacity and Processing

ENERGY SUPPLY BRANCH
(ESB)

280 Associations, Committees and Conferences on Energy Supply
285 Oil, Natural Gas Liquids (NGL) and Natural Gas Production
290 Oil and Natural Gas Reserves
295 Gas Processing and By-Products
300 Statistical Reports
305 Renewable Energy
310 Nuclear Energy
315 Energy Cost and Pricing
320 Coal
325 Exploration and Development
330 Gas and Oil Storage

ELECTRIC POWER BRANCH
(EPB)

150 Licences and Orders for the Export of Electricity
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ACCESS TO INFORMATION
CO-ORDINATOR
NATIONAL ENERGY BOARD
473 ALBERT STREET
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OTTAWA, ONTARIO
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NATIONAL ENERGY BOARD

Background

The National Energy Board is a federal regulatory tribunal that was created by an Act of Parliament on 2 November 1959. During the past quarter-century, it has played an important role in the development of Canada's energy sector.

The Board's regulatory powers under the *National Energy Board Act* include the licensing of oil, gas and electricity exports, the certification of interprovincial and international pipelines and international power lines, and the setting of tolls and tariffs for oil and gas pipelines under federal jurisdiction.

The Act also requires that the Board keep under review the Canadian supply of all major energy commodities, with emphasis on electricity, oil, and natural gas and their by-products, as well as the demand for Canadian energy in Canada and abroad.

The Board also has specific responsibilities under the *Northern Pipeline Act* and the *Energy Administration Act*.

Overall Responsibilities

The Board has two principal responsibilities under the *National Energy Board Act*:

- to regulate specific matters concerning oil, gas and electricity in the public interest, and
- to advise the Government on the development and use of energy resources.

The Board has the power to hold inquiries into any aspect of energy matters under its jurisdiction and to issue reports for the use and information of Government, Parliament and the general public.

The Board regulates the tolls and tariffs of pipeline companies under federal jurisdiction to ensure that the tolls are just and reasonable and that there is no unjust discrimination.

The Board issues long-term licences for the export of oil, gas and electricity. Such licences are normally issued following public hearings. In issuing export licences, the Board must satisfy itself that the quantities of energy exported do not exceed the surplus remaining after making allowance for reasonably foreseeable Canadian requirements. The Board also issues orders for short-term exports of these commodities, subject to the restrictions imposed in the National Energy Board Part VI Regulations. In addition, the Board authorizes licences and orders for imports of natural gas.

The Board grants certificates to construct and operate interprovincial and international oil, gas and petroleum products pipelines, as well as international and designated interprovincial electric power lines. Before a certificate is issued, the Board is required to hold a public hearing.

Persons whose lands may be affected by the route of a pipeline or power line approved by the Board can present their views to the Board at a local public hearing. Their evidence is considered in the determination of the final detailed route of the utility.

The Board approves minor pipeline facilities or minor additions to, or modifications of, existing pipeline systems without a public hearing. These approvals are restricted to pipelines not more than 40 kilometres long and installations such as tanks, pumps, compressors and meter stations. The Board may also authorize, without a public hearing, the construction and operation of international power lines not exceeding 50 kilovolts.

The Board's Oil and Gas Pipeline Regulations provide for the safe design, construction and operation of pipelines under the Board's jurisdiction. To ensure high standards of pipeline construction and operation, the Board carries out inspection programs and conducts investigations of pipeline system performance.

To enhance public safety, the Board grants prior approval to utilities crossing a pipeline, thereby ensuring design compatibility and reducing the possibility of damage to the pipeline. It also establishes the conditions under which a pipeline may be constructed across an existing utility, thereby ensuring the integrity of other utility services. Construction of a pipeline crossing navigable water or a railway requires permission of the Minister of Transport or the Canadian Transport Commission.

The Board considers the environmental implications of any proposal to build and operate an oil or gas pipeline or international power line. Assessments are made primarily through public hearings and through auditing the company's inspection of construction and operation. This ensures that new projects will have minimal adverse effects on fish, wildlife, land-use, environmental health and safety.

The Board monitors socio-economic action plans of pipeline companies, conducts investigations, and reviews performance when warranted. It has issued guidelines for assessing the regional socio-economic impact of gas or oil pipeline projects.

Under the *Energy Administration Act*, the Board administers the selling price of natural gas from a producing province for use outside the province in domestic or export markets.

The Board's statutory responsibilities regarding the Canadian portion of the Alaska Natural Gas Transportation System relate mainly to financing, approval of pipe specifications, granting of leave to open orders, and regulation of the operation of the line. However, the Board's activities under the *Northern Pipeline Act* will be negligible until the main project proceeds.

The Board is a Court of Record. With specific exceptions relating to the confidentiality of competitive pricing information, the Board's deliberations are conducted on the basis of publicly filed, publicly available information. For major applications and inquiries, the Board holds public hearings at which applicants and interested persons have full rights of participation in the official language of their choice. To give parties an opportunity to discuss their concerns or questions, the Board provides advance notice of the hearings and allows time for parties to respond to requests for information.

In addition, the Board issues quarterly regulatory agendas on matters coming before it, as well as information bulletins on a variety of matters pertaining to its activities.

When the Board is prepared to grant a certificate for a pipeline or a power line or to issue a licence for the export of natural gas or electricity, the import of natural gas, or the long-term export of oil, it reports to the Governor in Council through the Minister of Energy, Mines and Resources. If a certificate is approved by the Governor in Council, it is then issued by the Board. In the case of export or import applications, licences issued by the Board go into effect on approval by the Governor in Council. A decision of the Board to refuse an application is not subject to referral to the Governor in Council. The Board's Reasons for Decision on applications are issued as public documents. The Board's decisions on tolls and tariffs are made without reference to the Governor in Council, as are the majority of its day-to-day decisions.

The Board may review, rescind, or change any of its orders or decisions, or re-hear any application before deciding on it. It may also change a previously-issued certificate or licence, but no such change is effective until approved by the Governor in Council. Parties may apply to the Board requesting that an order or decision be reviewed, or a licence or certificate amended.

A decision or order of the Board may be appealed to the Federal Court of Appeal, providing the appeal is based on a point of law or jurisdiction.

The Board does not award costs to participants in its proceedings. However, in the case of detailed route hearings, it may establish the appropriate level of compensation to be paid to the landowner for costs associated with participation in the hearing.

Access Procedures

Please direct formal requests under the *Access to Information Act* to

Secretary
National Energy Board
473 Albert Street
Room 1002
Ottawa, Ontario
K1A 0E5
Telephone: (613) 990-3167

The Board's Reading Room is located in the Library, 9th Floor, 473 Albert Street, Ottawa. The hours are 08:00 to 16:30, Monday to Friday.

Office of the Executive Director

The Executive Director is the Board's senior staff member, with responsibilities that include the overall management of the Board, the acquisition and allocation of human and financial resources, and the efficiency and effectiveness of Board activities and operations.

Finance Branch

The Finance Branch co-ordinates and administers the financial policies under which the Board operates, and provides advice and services relating to financial activities.

Manuals

- Policy and Procedures Manual — Finance

Personnel Branch

The Personnel Branch provides advice and services in the areas of staffing, human resources planning, training, affirmative action programs for visible minorities, official languages, classification, staff relations, and pay and benefits.

Manuals

- Policy and Procedures Manual — Personnel

Director General, Energy Regulation

The Director General, Energy Regulation, is responsible for the integration of all staff activities involving the regulation of energy exports. This encompasses planning and co-ordinating all work affecting the regulation of exports of oil, gas and electricity under Part VI of the *National Energy Board Act*, and co-ordinating the analysis of all matters related to energy demand, supply and surplus under Part II of the Act.

Economics Branch

The Economics Branch advises the Board on economic and socio-economic matters and maintains an energy statistics unit. The Branch prepares projections of energy demand in Canada and maintains surveillance of similar studies done for the United States. The Branch's responsibilities include analysis of the impact of proposed energy projects on the economy and socio-economic conditions of Canada and its regions. It also assesses the extent to which Canadians will have an opportunity to participate in projects.

Energy Supply Branch

The Energy Supply Branch is responsible for advising the Board on matters relating to oil and gas exploration, drilling, and production and forecasts trends in oil and gas supply from conventional, oil sands, synthetic and frontier sources. The Branch independently calculates the reserves and deliverability of gas and the reserves and producibility of oil. The calculation of gas and oil reserves by pool is carried out in the Board's Calgary office.

Electric Power Branch

The Electric Power Branch advises the Board on matters relating to electricity export licensing, international power line certification, and regulatory surveillance. The Branch prepares supply and demand forecasts for electricity that are used in dealing with electrical and other applications, reviews the American market for electricity, and provides advice to the Board on matters under federal jurisdiction that relate to the production, transportation, sale and exchange of electricity.

Gas Branch

The Gas Branch advises the Board on all regulatory activity related to natural gas and gas products, including the regulation of all matters relating to traffic and dicrimination in gas pipeline services and the export of gas and gas products by orders and licences. The Branch also monitors and controls all matters associated with the Board's obligations for the administration of domestic gas pricing under the *Energy Administration Act*. The Branch maintains a statistics unit, which is responsible for the collection and dissemination of all operational data related to the consumption and trasportation of gas and gas products. As well, the Branch is responsible for preparing short-term forecasts for demands for domestic and export gas and gas products. In addition, it plays a supportive role in all other regulatory activity related to gas and gas products.

Oil Branch

The Oil Branch provides advice on oil-related energy matters, including oil markets, transmission, processing, distribution, and the short-term balance of supply and demand for feedstocks and oil products. The Branch advises the Board on pipeline traffic matters and reviews the export prices of domestic crude oil and petroleum products and international oil prices.

Director General, Pipeline Regulation

The Director General, Pipeline Regulation, integrates all staff activities relating to the regulation of gas, oil and petroleum products pipelines. This encompasses the design, construction, operation, safety and environmental concerns specified under Part III of the *National Energy Board Act* and matters regarding traffic, tolls and tariffs under Part IV of the Act.

Environment and Right-of-Way Branch

The Environment and Right-of-Way Branch is responsible for providing advice to the Board with respect to assessing the protection of the environment and the acquisition of land for pipelines and international power lines. The Branch assesses submissions from affected landowners regarding the detailed route of those facilities, verifies the accuracy of right-of-way acquisitions and evaluates the technical requirements related to third-party crossings of pipelines.

Manuals

- Environmental Surveillance Manual

Pipeline Engineering and Operations Branch

The Pipeline Engineering and Operations Branch advises the Board on matters relating to pipeline certificates issued under the *National*

Energy Board Act and for the regulation of the safety of pipeline facilities under the Board's jurisdiction. The Branch is the Board's principal source of advice on technical matters included in applications by pipeline companies for facilities construction and tolls.

Manuals

- Pipeline Construction Inspection Manual, November 1984

Financial Regulatory Branch

The Financial Regulatory Branch has the primary responsibility for rates, tolls, and tariffs, financial advice, the audit of petroleum export charges, and costs of transportation under specific areas of the *National Energy Board Act* and the *Energy Administration Act*. It also audits the accounts of pipeline companies under the Board's jurisdiction and monitors the financial performance of pipelines.

Law Branch

The Law Branch provides legal advice to the Board on all matters relating to the Board's powers and responsibilities, acts as Counsel for the Board at public hearings, and represents the Board in proceedings before the Federal and Supreme Courts of Canada.

Office of the Secretary

The Office of the Secretary receives all applications and submissions and co-ordinates their consideration by the Board. It advises the Board on the scheduling of hearings, and makes all administrative arrangements for public hearings in Ottawa and across Canada.

In addition, it provides media and public relations services, publications services, property and materiel management, records management services, and operates the Board's library. It administers the *Access to Information Act* and the *Privacy Act* and co-ordinates translation services with the in-house translation unit provided by the Department of Secretary of State.

Manuals

- Introduction to International System of Units
- General Guidelines for Processing Hearing Applications

Information Technology Branch

The Information Technology Branch is responsible for computer systems services word processing support and data processing support. This includes consultative service on computer operations, data management, program design and development, and an advisory service on the latest data processing techniques and applications. Branch responsibilities also include the integration of information and processing systems and services for the Board.

Classes of Records

NEB/FRB-005
Rates and Tolls
Description: Information on the applications and supporting documents for rates and tolls submitted by pipeline companies; also copies of interventions submitted by interested parties, and copies of gas company sales and purchase contracts. *Topics:* Rate applications; interventions; complaints and investigations; price surveillance; sales contracts; purchase contracts; rates for gas. *Retrievability:* Files arranged by company and province. *Special Access Note:* Applications, transcripts and reasons for decision are held in the National Energy Board library.

NEB/FRB-010
Accounting and Auditing
Description: Auditing reports and correspondence of companies under the Board's jurisdiction. *Topics:* Annual reports. *Retrievability:* Files arranged by subject and company.

NEB/FRB-020
Uniform Accounting Regulations for Oil and Gas
Description: Correspondence between companies in Canada, the United States government and the National Energy Board on uniform accounting regulations. *Topics:* Uniform classification of accounts and document retention regulations. *Retrievability:* Files arranged by subject, and oil and gas company.

NEB/FRB-025
Financial Reports
Description: Financial information on the oil and gas pipeline companies under the Board's jurisdiction; quarterly and annual financial reports.

NEB/ERW-030
Environmental Aspects of Energy Development
Description: Correspondence on oil, gas and electric power development. *Topics:* Arctic hydrocarbon transportation systems; Northern oil and gas pipelines; offshore oil and gas transportation; other agency reviews — Federal Environmental Assessment and Review Office (FEARO). *Retrievability:* Files arranged by committee, project.

NEB/ERW-035
Environmental Implications of Oil and Gas Pipeline Operations
Description: Correspondence on environmental aspects of operating pipelines and facilities including storage and processing facilities. *Topics:* Right-of-way conditions, gas plant emissions, tank farms, loading facilities, etc.

NEB/ERW-040
Lands and Routing
Description: Correspondence on land-use concerns; on complaints of landowners concerning pipeline construction; applications for plan, profile and book of reference approval; applications for right of entry; notices for land acquisition and applications to purchase or sell land, buildings, equipment, or to abandon pipelines. *Topics:* Complaints by landowners; plan, profile and book of reference applications; notices for service, publication and public hearings; cost recovery; right-of-entry applications; land acquisition procedures; application to sell/acquire land and property; applications to abandon pipelines. *Retrievability:* Files arranged by pipeline company for purchases, sales, leases, and abandonments; plan, profile and book of reference and right-of-entry applications. Complaints are filed by name of landowner, location and pipeline company.

NEB/ERW-045
Environmental Incidents or Emergencies
Description: Reports of environmental inspection of spills of oil, products or other substances and their impact on the environment. *Topics:* Leaks, breaks, spillage, environmental impact, clean-up, restoration. *Retrievability:* Files arranged chronologically by incident and by pipeline company.

NEB/ERW-050
Environmental Associations and Committees
Description: Correspondence between the Board and various pipeline, industry, and environmental associations; information on liaison with various committees, conferences, oil and gas pipeline companies, and environmental agencies. *Topics:* Environmental regulatory matters; co-operation and liaison with oil and gas pipeline companies, interdepartmental committees on environmental matters.

Retrievability: Files arranged by association, committee, conference and pipeline company.

NEB/ERW-055
Environmental Assessment, Surveillance and Monitoring
Description: Published information on the environmental aspects of applications for certificates and orders to build a pipeline or power line, to commence construction, or to cross a pipeline by a facility over or under a pipeline, submitted by a company or by a private citizen; also documentation for interventions and appeals submitted by interested parties, surveillance and monitoring reports. *Topics:* Applications for certificates and orders; environmental information submitted prior to construction of a pipeline or power line; applications to construct a compressor station, gas plant, meter station, pump station and terminal; crossing of a pipeline by a buried cable, overhead cable, road, ditch, building, parking lot, etc.; crossing of facility by a pipeline; appeals and interventions; environmental assessment of the effects of pipelines or power lines; environmental surveillance; *Retrievability:* Files arranged by company and location of pipeline. *Special Access Note:* Applications to build a pipeline, transcripts of hearings and reasons for decisions are held in the Board library.

NEB/PEO-060
Pipeline Development Projects
Description: Correspondence on Northern oil and gas development. *Topics:* Task Force on Northern Oil Development; gas Arctic systems; northern gas pipelines; northern gas transportation; Petro-Canada proposed Arctic power project; polar gas project. *Retrievability:* Files arranged by task force committee.

NEB/PEO-065
Operation of Oil and Gas Pipelines
Description: Correspondence on the operation and maintenance of pipelines. *Topics:* Corrosion Control Program; letters patent; design factors; safety; signs and markers; schematic drawing of pipelines; sandblasting; line pipe specifications; high energy impact joining of line pipe; reversal of pipeline; negative salvage.

NEB/PEO-070
Pipeline Incidents or Accidents
Description: Reports of leaks, breaks, dents and buckles of oil and gas pipelines, including property damage, injury or death of personnel. *Topics:* Leaks and breaks; dents and buckles; storage and use of lubricants; metallurgical investigations; repair program for the Sarnia-Montreal extension. *Retrievability:* Files arranged by pipeline and location of the leak, break, dent or buckle.

NEB/PEO-075
Pipeline Associations and Committees
Description: Correspondence between the Board and various pipeline, oil and gas, and standards associations; also information on liaison with various committees, conferences and oil and gas pipeline companies. *Topics:* Associations dealing with pipelines and engineering matters; institutes for engineering and pipeline matters; committees of the Canadian Standards Association; Task Force on Pipelines; conference on engineering and pipelines; co-operation and liaison with oil and gas pipeline companies. *Retrievability:* Files arranged by association, committee, conference and pipeline company.

NEB/PEO-080
Pipeline Construction
Description: Information on the application for certificates and orders to build a pipeline, to commence construction, leave to open a pipeline (commence operation), or to cross a pipeline by a facility over or under a pipeline, submitted by a company or by a private citizen; also documentation for interventions and appeals submitted by interested parties. *Topics:* Applications for certificates and orders; applications to construct a pipeline; applications to construct a compressor station, gas plant, meter station, pump station and terminal; crossing of a pipeline by a buried cable, overhead cable, road, ditch, building, parking lot, etc.; crossing of a facility by a pipeline; appeals and interventions; environmental assessment and effect on pipelines, routine facility inspection reports. *Retrievability:* Files arranged by company and location of pipeline. *Special Access Note:* Applications to build a pipeline, transcripts of hearings and Reasons for Decisions are held in the Board library.

NEB/PEO-081
Inspection of Meters (New)
Description: Reports by inspectors from Consumer and Corporate Affairs Canada on inspections of export and import meters on international pipelines. *Retrievability:* Files arranged by meter station.

NEB/OOS-085 *Formerly identified as:* NEB/SSB-085
Public Hearing Process — Applications to the National Energy Board and Reasons for Decision
Description: Copies of all applications made to the Board, exhibits and other public hearing documents and reasons for decision. *Topics:* Certificates of Public Convenience and Necessity for construction and operation of oil and gas pipelines and electric power lines; licences for the export of oil, gas and electric power; rates, tolls and tariffs of pipeline companies under Board jurisdiction. *Retrievability:* Files arranged by applicant, company and year. *Special Access Note:* Copies of applications and the Board's reasons for decision are held in the library.

NEB/OOS-090 *Formerly identified as:* NEB/SSB-090
Standing Panel Files
Description: Copies of documents considered at standing panel meetings, including applications on routine and non-routine matters, staff papers, and final documents approved by the panel including letters, regulatory instruments, etc. *Topics:* Certificates and orders — oil and gas pipelines and electric power lines; safety and environmental matters; tolls and tariffs of pipelines under the jurisdiction of the National Energy Board; licences and orders to export (and in some cases, to import) oil, gas, and electricity. *Retrievability:* The documents contained in the standing panel files are duplicated in the Board's subject files. The standing panel files are arranged by panel and by date of meeting and are retained for approximately two years. *Special Access Note:* Copies of some applications are held in the Board's library for six months after a decision has been rendered.

NEB/OOS-095
Certificates, Licences and Orders
Description: Originals of all certificates, licences and orders issued by the Board. *Topics:* Certificates of Public Convenience and Necessity — oil and gas pipelines, electric power lines; licences for the export of oil, gas and electric power; safety orders; rates, tolls and tariffs; miscellaneous orders. *Special Access Note:* See "Prefix Identification of Certificates, Licences, Orders and Permits" issued by the National Energy Board (internal reference memo listing document prefixes and references to legislation).

NEB/OOS-100
Minutes of Meetings
Description: Official minutes of all meetings of the Board and officially constituted panels of the Board. *Topics:* Certificates of Public Convenience and Necessity — oil and gas pipelines and electric power lines; licences to export oil, natural gas and electricity; safety orders relating to pipelines; environmental matters with respect to oil and gas pipelines and electric power lines; rates, tolls and tariffs of pipelines under Board jurisdiction, *Energy Administration Act; Northern Pipeline Act;* supply, demand, surplus of oil, gas and electric power. *Storage Medium:* Microfilm.

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NEB/OOS-105
Parliamentary and Ministerial Enquiries
Description: Information on questions raised by Members of Parliament in the House of Commons and correspondence to the Minister that has been referred to the Board for preparation of a reply. *Topics:* Parliamentary enquiries — may cover, but are not limited to, queries on personnel, budgets, advertising, accommodations, equipment, person-years; correspondence to the Minister, usually on energy-related matters for which the Board is responsible — certification of interprovincial and international oil and gas pipelines, international electric power lines, exports of oil, gas and electricity, supply and demand of oil, gas and electricity; complaints against pipeline companies.

NEB/LAW-110
Legal Opinions
Description: Legal opinions prepared by the branch for the purpose of giving advice to the Board. *Topics:* Duties and powers of the Board under the *National Energy Board Act;* Board jurisdiction; requirements of natural justice; interpretation of legislation.

NEB/LAW-115
Statutes and Regulations
Description: Working papers and other relevant material used by the branch in the preparation of amendments to statutes and regulations. *Topics: National Energy Board Act* and Regulations; *Energy Administration Act; Northern Pipeline Act.*

NEB/LAW-120
Legal Cases
Description: Decisions rendered by the courts that may affect the work of the Board. *Topics:* Administrative tribunals; American law; *Bill of Rights;* combines; *Pipeline Act.*

NEB/LAW-125
Litigation
Description: All documentation, legal opinions and working papers related to court cases with which the Board has been involved as a result of appeals of its decisions. *Topics:* Trial division; Federal Court of Appeal; Supreme Court of Canada; public hearings — reasons for decision; subpoenas. *Retrievability:* Files arranged by style of cause.

NEB/GAS-130
Natural Gas Pricing and Marketing
Description: Correspondence on marketing and pricing of natural gas and gas products, and reports of revenue by gas or pipeline companies. *Topics:* Special market research; market value; propane and butane pricing; revenue flowback by gas and pipeline companies; *Energy Administration Act,* Part III (Domestic Gas). *Retrievability:* Files arranged by subject and gas or pipeline company.

NEB/GAS-135
Import and Export Gas Licences
Description: Applications and related correspondence for a licence to export or import natural gas, liquefied natural gas or liquefied petroleum gas and the interventions submitted by interested parties. *Topics:* Emergency orders to export natural gas and liquefied natural gas; licences to export and import natural gas, liquefied natural gas and liquefied petroleum natural gas; interventions; combined hearings (two or more companies applying jointly for a licence). *Retrievability:* Files arranged by subject, company and year of application.

NEB/GAS-140
Export Control of Gas Products
Description: Information on licences and applications for the export of gas products; also proceedings of the Gas Panel, which includes reports to the Board and approval of export orders. *Topics:* Policy; instructions to the applicants; forms of licences; proceedings of the Gas Panel; applications for licences; monitoring of export volumes and prices. *Retrievability:* Files arranged by subject and applicant company.

NEB/GAS-145
United States Regulatory Agencies for Natural Gas and Gas Products
Description: Correspondence between the National Energy Board and U.S. federal and state departments and agencies on natural gas and gas product matters. *Topics:* Acts and regulations for natural gas; export and imports of natural gas; pricing of natural gas; supply, demand and storage; synthetic natural gas; gas rates; natural gas survey.

NEB/EPB-150
Licences and Orders for the Export of Electricity
Description: Company applications and supporting data for a licence or order to export electricity for a specific period of time. *Topics:* Application to export electricity in an emergency; to Canadian utilities. *Retrievability:* Files arranged by power company.

NEB/EPB-155
Canadian Electric Power Projects
Description: Information on Canadian electric power projects and studies; also generation of electric power and the transmission of extra-high voltage electric power. *Topics:* Electric power projects and studies — Churchill Falls, James Bay, Fundy Tidal Power Development study; power generation — power potential, load and supply, nuclear, technology for fuel cells, thermal coal-fueled and thermal gas-fueled. *Retrievability:* Files arranged by project or study.

NEB/EPB-160
Construction of International Electrical Power Lines
Description: Applications for certificates and supporting documents to construct or modify existing power lines. *Topics:* Policy; environmental guidelines; interventions filed by interested parties. *Retrievability:* Files arranged by power company.

NEB/EPB-165
Inspection of Meters
Description: Reports by inspectors from Consumer and Corporate Affairs Canada on inspections of export and import meters on international power lines. *Retrievability:* Files arranged by power line certificate holder.

NEB/EPB-170
Associations and Committees on Electric Power
Description: Information on liaison with power transmission companies, associations and conferences on electrical matters. *Topics:* Reports on, and agendas of, meetings and conferences; associations; power and transmission companies. *Special Access Note:* Some files have been transferred to the Historical Branch of Public Archives Canada.

NEB/EPB-175
Electric Power Failures
Description: Information on selected electric power interruptions. *Topics:* Hydro-Quebec power interruption on January 10, 1978; power interruption on the Maritime grid, November 14, 1978; Northeast power failure of 1965.

NEB/EPB-180
United States
Description: Information on liaison with American federal and state departments on mutual electric and atomic energy problems. *Topics:* Atomic Energy Commission; Acts and Regulations; uranium; nuclear electric power; Hanford Electric Generating Plant; geothermal energy; Jersey City Nuclear Power Project; U.S. Federal Power Commission; North American Electric Reliability Council; U.S. power — failures, projects, shortages, rates and statistics.

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NEB/EPB-185
Statistics
Description: Statistical data on the export of electric power, supply and demand of electricity, forecasts, import of electricity. *Topics:* Monthly reports by power companies on the export of electric power and energy; supply, demand and distribution forecasts; various reports compiled by Statistics Canada; Ontario Hydro's forecasts of power load capacity report; Canadian Electric Utilities: Analysis of Generation and Trends. *Retrievability:* Files are arranged by company and forecast. *Special Access Note:* Report on Ontario Hydro forecast of load and capacity is held in the Board library.

NEB/OIL-190
National Oil Policy
Description: Correspondence on the national oil policy with various oil and pipeline companies, federal government departments and the National Energy Board. *Topics:* Policy; National Oil Policy Review, 1969; redefining the Ottawa Valley; imports and transfer — gasoline; control of movements across Ottawa Valley line; petrochemical industry — export and import; oil import and transfer program; crude oil price survey; oil import cost compensation program; deep water facilities; deregulation — 1985.

NEB/OIL-195
Allocation of Oil
Description: Correspondence between the Energy Supply Allocation Board and the Oil Branch of the National Energy Board on the allocation of oil resources in an emergency.

NEB/OIL-200
Liaison with United States on Oil Matters
Description: Correspondence with United States federal government and agencies on oil matters. *Topics:* Import and export of oil; offshore oil; pricing; pipeline tariffs; refineries; oil reserves; crude oil supply and demand; transportation by tanker; exchange agreements; import regulations; oil import statistics; turbine fuel; U.S. oil pipeline companies; refinery allocations; appeals and decisions; task force on oil imports; reports and returns on pipeline incidents and petroleum matters. *Retrievability:* Files arranged by subject under the United States block of files.

NEB/OIL-205
Crude Oil Movements by Pipeline
Description: Correspondence on pipeline capability and the availability of crude oil; also nomination, by refinery, of crude oil requirements. *Topics:* Pipeline capability — pipeline traffic; nominations by companies for crude oil requirements; allocations of domestic crude.

NEB/OIL-210
Export Charge for Crude Oil and Oil Products
Description: Information on the policy, audit reports, applications for remission of or exemption from export charges and the monthly returns filed by exporting companies. *Topics:* Policy on the export charge; auditing of exporting companies; exemptions and remissions; Form 160, Oil Export Charge Return (monthly); determination of export charges. *Retrievability:* Files arranged by subject and company.

NEB/OIL-215
Export Control of Crude Oil, Condensates and Products
Description: Information on policy, forms of licences and orders, applications for licences or orders to export crude oil, condensates and products, decisions and reports of the export panel. *Topics:* Policy; instructions to applicants; licence and order forms; Canadian requirements and availability for export; proceedings of Export Panel. *Retrievability:* Files arranged by company.

NEB/OIL-220
Enquiry Hearings on the Canadian Oil Supply and Requirements
Description: Submissions of various oil companies and supporting data during public hearings in 1975, 1976 and 1978. *Topics:* Public hearings — Canadian oil supply requirements; submissions by companies on reserves and demand. *Retrievability:* Files arranged by year of public hearing.

NEB/OIL-225
Exchange Agreements on Crude Oil
Description: Information on the exchange agreements on offshore and mid-continent crude oil between Canadian and U.S. oil companies and related correspondence. *Topics:* Control of International Oil Exchange; mid-continent exchange agreements; eastern Canada foreign exchange agreements. *Retrievability:* Files arranged by Canadian and United States oil companies.

NEB/OIL-230
Crude Oil Statistics on Refinery Production
Description: Statistical information on the amount of crude oil received in refineries, the amount of crude processed by refineries each week, the monthly supply survey on Canadian oil products, monthly deliveries of crude oil and condensates under licence, and the amount of products exported each month. *Topics:* Canadian refinery receipt survey of crude oil; crude oil runs (amount of crude processed in refineries weekly or monthly); Canadian oil product monthly supply survey; oil product export return. *Retrievability:* Files arranged by company. *Special Access Note:* Most of these statistics are supplied confidentially to the National Energy Board by individual companies. Information can therefore be released only as a combined total of all companies. *Storage Medium:* Computer disc or tapes.

NEB/OIL-235
Oil Refining Capacity and Processing
Description: Correspondence with refineries and selected oil companies on their forward projections of oil refining capacity and processing. *Topics:* Ontario Refineries' Hearing, 1968; refining survey of Atlantic provinces and Québec, Region 1 and 2; refining survey of central and eastern Canada, Region 1, 2 and 3; refining survey, Region 5; refining survey of British Columbia; processing and supply survey 1974-85, 1977-83 and 1979-85.

NEB/ECB-240
Long-term Energy Demand
Description: Information on energy demand hearings, supply and demand forecasts, and demand and disposition projects. *Topics:* Total Energy Supply and Demand Inquiry; energy demand forecasts; demand and disposition. *Retrievability:* Files arranged by subject.

NEB/ECB-245
Macroeconomic Forecasts on the Canadian Economy
Description: Macroeconomic forecasts on the Canadian economy and their relationship to energy forecasts. *Topics:* Statistical reports and returns; macroeconomic forecasting model studies; committees, boards, commissions, etc. related to macroeconomic forecasting. *Retrievability:* Files arranged by subject and committee.

NEB/ECB-250
Energy Supply and Demand Statistics
Description: Information on energy supply and demand and related data for all energy commodities. *Topics:* Information, liaison and data related to co-operation among various associations, committees; statistical energy inquiries; statistical reports and returns; supply and demand data for all energies; international data. *Retrievability:* Files arranged by subject and committee.

NATIONAL ENERGY BOARD

NEB/ECB-255
Canadian Content in Energy Projects
Description: Information on Canadian content and industrial benefits of energy projects. *Topics:* Studies; specific applications. *Retrievability:* Files arranged by application.

NEB/ECB-260
Economic Benefits of Proposed Energy Projects
Description: Analyses of the economic viability of, and benefits from, projects. *Topics:* Viability analyses; cost-benefit — committees, studies, specific applications; licences, orders and exports. *Retrievability:* Files arranged by application.

NEB/ECB-265
Socioeconomic Impact of Pipeline Projects
Description: Information on the regional economics of pipeline projects and their impact on socioeconomic factors. *Topics:* International developments; socioeconomic studies; socioeconomic impacts of specific applications. *Retrievability:* Files arranged by application.

NEB/ECB-270
Economic Considerations in Setting Pipeline Tolls
Description: Information on the operations of pipeline companies and the economic considerations in setting tolls. *Topics:* Productivity and efficiency of pipeline companies; rates, tolls and tariffs; financial arrangements; certificates and orders. *Retrievability:* Files arranged by subject and company.

NEB/ECB-275
Energy Supply, Surpluses and Reserves
Description: Information on the supply side of enquiry hearings, renewable energy, reserves and surpluses. *Topics:* Energy supply; renewable energy; reserves and surpluses — particular applicants; licences, orders and exports. *Retrievability:* Files arranged by subject.

NEB/ESB-280
Associations, Committees and Conferences on Energy Supply
Description: Information on applications and supporting documents for hearings held on the energy supply. *Topics:* Supply data originating from energy supply and demand hearings. *Retrievability:* Files arranged by year and company. *Special Access Note:* Copies of applications, interventions and transcripts of all hearings are held in the National Energy Board library.

NEB/ESB-285
Oil, Natural Gas Liquids (NGL) and Natural Gas Production
Description: Information on historical and current production of hydrocarbons in Canada. *Topics:* Crude oil and equivalent; NGL; natural gas. *Retrievability:* Files arranged by product and province.

NEB/ESB-290
Oil and Natural Gas Reserves
Description: Information on oil and gas pools, including raw data, Board assessments and published material on reservoir analysis techniques. *Topics:* Gas, reserves; oil reserves; decline curve analysis; models and simulation; secondary and tertiary recovery. *Retrievability:* Files arranged by pool; each contains information on reservoir parameters, historical performance and assessments made by the Board staff.

NEB/ESB-295
Gas Processing and By-Products
Description: Published material on the extraction of by-products from natural gas and the production of synthetic natural gas. *Topics:* Ethylene and ethane; helium; sulphur; hydrogen; processing plants; synthetic natural gas.

NEB/ESB-300
Statistical Reports
Description: Statistical reports from provincial agencies and other private agencies on production, demand and forecasts. *Topics:* Long-term energy; energy demand; production statistics. *Retrievability:* Files arranged by subject and province.

NEB/ESB-305
Renewable Energy
Description: Published material and correspondence on renewable energy. *Topics:* Biomass; geothermal; heat pumps; solar; tidal; wind; alcohol; peat.

NEB/ESB-310
Nuclear Energy
Description: Published material and correspondence on nuclear energy. *Topics:* Heavy water; uranium; fusion.

NEB/ESB-315
Energy Cost and Pricing
Description: Correspondence on costs and pricing of energy. *Topics:* Cost data; profitability data and studies; royalties.

NEB/ESB-320
Coal
Description: Published material and correspondence on coal. *Topics:* Forecasts; coal-gasification, liquefaction, reserves.

NEB/ESB-325
Exploration and Development
Description: Information on exploration for and development of hydrocarbon resources in Canada. *Topics:* Oil and gas discoveries and development — Western Canada and northern and offshore areas; petroleum industry activity.

NEB/ESB-330
Gas and Oil Storage
Description: Published material and correspondence on oil and gas storage projects. *Topics:* Province of Ontario; Home Oil Company — Strait of Canso Storage Project. *Retrievability:* Files arranged by province and company.

Deleted Classes of Records

NEB/FRB-015 Taxation and Duties

NATIONAL FARM PRODUCTS MARKETING COUNCIL

Chapter 63

NATIONAL FARM PRODUCTS MARKETING COUNCIL

Background

The National Farm Products Marketing Council is responsible for supervising the Canadian marketing agencies established under the *Farm Product Marketing Agencies Act*. The Council works with these agencies and with provincial governments and their marketing boards to promote an efficient and competitive industry for the products concerned. It is charged with protecting the interests of producers, processors and consumers.

Access Procedures

Administration Chief
National Farm Products Marketing Council
Martel Building, 13th Floor
270 Albert Street
P.O. Box 3430
Station D
Ottawa, Ontario
K1P 6L4

Classes of Records

FPM/FPM-005
Marketing Operations
Description: Information on liaison with commodity producers' associations, provincial agricultural departments, provincial marketing boards and other councils on matters related to marketing operations. *Topics:* Producer quota studies; guidelines for cost of production formulae; interprovincial and export trade; statutory orders and regulations; reports and statistics; commodities — animal and animal products, grains and oilseeds, horticulture and special crops; liaison with organizations concerned with marketing (minutes of proceedings). *Retrievability:* Records are located at the headquarters of the National Farm Products Marketing Council.

FPM/FPM-010

Canadian Marketing Agencies

Description: Information on Canadian marketing agencies such as the Canadian Egg Marketing Agency, the Canadian Turkey Marketing Agency and the Canadian Chicken Marketing Agency. *Topics:* Provincial levies; information services; claims; hearings; licensing; penalties and offences; producer quotas; cost of production; production surveys; programs; reports and statistics; prices; statutory orders and regulations; surplus egg removal; interprovincial and export trade; marketing agencies (organization, minutes of proceedings, administration, finances, etc.). *Retrievability:* Records are located at headquarters. *Storage Medium:* Recordings — council meetings and in-camera hearings.

NATIONAL FILM BOARD

Chapter 64

NATIONAL FILM BOARD

NATIONAL FILM BOARD (NFB)

CORPORATE AFFAIRS (PDR)

005 Commissioner's Office/Planning

COMMUNICATIONS SERVICES (COM)

010 Festivals, Awards, Special Film Events
015 Conferences and Special Projects
020 Special Projects

ENGLISH PROGRAMMING BRANCH (EPB)

025 English Programming Branch

FRENCH PROGRAMMING BRANCH (FDB)

030 French Programming Branch

SERVICES DIVISION (SED)

035 Laboratory
040 Sound and Video Recording
045 Pre-production
050 Visual Effects
055 Technical Research

ACCESS TO INFORMATION AND
PRIVACY CO-ORDINATOR
NATIONAL FILM BOARD
P.O. BOX 6100, STATION A
ST. LAURENT, QUEBEC
H3C 3H5

NATIONAL FILM BOARD

Background

The National Film Board (NFB) was established by an Act of Parliament passed on May 2, 1939, and revised in 1950. Its mandate is to produce and distribute and to promote the production and distribution of Canadian film and video. The NFB reports to the Minister of Communications.

Overall Responsibilities

The NFB's purpose is to make films which are distinctively Canadian, reflect the bilingual, multi-cultural and regional realities of this country, and answer the social and cultural needs of its citizens. NFB productions are distributed on film and videocassette and are available through Canadian theatres, library collections and the NFB's own Audio-Visual Centres. NFB films are seen on broadcast and specialized television across the country. The NFB also operates an International Commercial Service to sell and market its films abroad. Films are available through NFB offices and Canadian diplomatic missions in 80 countries abroad.

NFB films are produced by two distinct English and French program branches, which are also responsible for marketing their films to their respective audiences. The NFB began to decentralize its production studios in the early 1970s and the ensuing years have seen production studios develop in Vancouver, Edmonton, Winnipeg, Toronto, Moncton, and Halifax as well as in Montréal. There is a permanent creative staff in Montréal, though a large proportion of NFB films are made by freelance independent filmmakers. The NFB is a totally integrated production house, with an average annual production of approximately 100 original films and 50 versions and adaptations of existing films. The NFB produces versions of its films in up to 60 different languages for foreign distribution. The Technical Services Division also undertakes advanced technical research and development to advance the art and technology of film and video.

The NFB is also mandated to play an active role training people in all aspects of filmmaking.

Organization

The board of trustees of the National Film Board is composed of the Canadian Government Film Commissioner — who is both the chairperson and chief executive officer of the NFB — and eight other members appointed by the Governor-in-Council, three of whom are selected from the Public Service of Canada or the Canadian Armed Forces and five from the public at large. The NFB is managed by the Canadian Government Film Commissioner and by the directors of the English Programming Branch, French Programming Branch, Services Division, Administration, Finance and Personnel Division, Corporate Affairs and Communication Services.

The head office of the NFB is in Ottawa, while its operational headquarters are located in Montréal.

Major Publications

Catalogues

The complete NFB 16mm film and video catalogues are available in English and French, with a PRECIS index. They list films and television productions from the NFB, CBC, Radio-Canada, the library of Canadian travel films, and from selected Canadian independent filmmakers.

Specialized Catalogues and Brochures — English Language

- Film Canadiana
- Our Bodies, Our Minds (Catalogue on Health Education)
- Canadian Literature on Film
- Geography Films
- Films for Science and Environmental Studies
- Films for Primary and Elementary Grades
- Films for Family Life Studies
- Films for Outdoor Education
- Exploring Likenesses and Differences with Films (reprint)
- Images of Our Culture (reprint)
- The NFB Canada Map Resource Manual (included in the Education Kit)
- Beyond the Image: A Guide to Films About Women and Change (Second Edition)
- NFB Education Update — A Newsletter for Educators
- Feeling Yes, Feeling No (four guides)
- Film Clips (Film Program — Toronto/issued four times a year)
- Showcase '85 (Toronto)
- Free Films to Television (Ottawa)
- Television Index
- Video With a Difference (Pacific region video rental collection)
- Interim Video Rental Catalogue (for the Prairie region)
- Western Canada Showcase '85 (Prairies)
- Film Information Sheets
- Film Study Guides

Specialized Canadian Catalogues and Brochures — French Language

- Cahier d'activités créatrices accompagnant le film Mascarade
- Films gratuits pour la télévision (Ottawa)
- Index télévision
- Répertoire des productions de l'Office national du film du Canada disponibles pour location sur vidéocassette

Publications for International Markets

- NFBC — Films Without Commentary Catalogue
- ONFC — catalogue des films sans commentaires
- 1984/1985 NFBC International Film and Video Guide
- ONFC — répertoire international de films et vidéos 1984/85
- Catalogue MAP 1985
- Portuguese Catalogue "catalogo de filmes y video cassettes"
- Canadian Travel Films/Addition to Catalogue
- Addition au catalogue des films touristiques canadiens

Technical and Production Services (Services Division)

- Perforations (bilingual)

Communications Service

- Annual Report (bilingual)
- All About Us "nos images à notre image"
- News releases (bilingual)
- NFB News/Nouvelles en bref
- Newsclips/Revue de presse
- Communications (bilingual)

Key contacts

Please direct requests for general information about the National Film Board to

Records Manager
Telephone: (514) 283-9080

Media

Director of Communications
Telephone: (514) 283-9253

Parliamentary and Corporate Relations

Director of Corporate Affairs
Telephone: (613) 992-3615

Library

Librarian
Telephone: (514) 283-9045

Access Procedures

Formal requests for access under the *Access to Information Act* should be directed to

Access to Information and Privacy Co-ordinator
National Film Board
P.O. Box 6100, Station A
St. Laurent, Québec
H3C 3H5
Telephone: (514) 283-9248

Office of the Commissioner

The Government Film Commissioner advises the Minister and the government on matters relating to film and video. He/she is chairperson of the Board of Trustees, and chief executive officer of the NFB. The Commissioner is responsible for all programming, administrative and policy decisions as well as the day to day operations and management of the NFB. The Commissioner is supported by an executive assistant and secretary to the board and senior secretaries in Ottawa and Montréal. The internal auditor and director of Communication Services and the Co-ordinator of Planning and Program Evaluation report to the Commissioner.

Administration, Finance and Personnel Division

This division provides for overall management of NFB resources, financial planning and personnel management and counsel; it also administers data processing services and prepares financial statements.

Corporate Affairs

The Corporate Affairs Division is based at Head Office in Ottawa. It is responsible for the development and implementation of institutional policies, and for the establishment and maintenance of contacts with the government and federal bureaucracy in Ottawa.

Communications Services

Communications Services operates programs for NFB staff, public and media; prepares speeches and documents for the Government Film Commissioner, develops the corporate image of the NFB; handles corporate public relations through special projects, public and media visits to the Film Board, and with the media; and is responsible for the NFB's participation in festivals, retrospectives and other film events. It also oversees NFB participation in conferences and corporate projects (internal and external corporate communications).

English Program Branch

This branch produces and markets English language films and videos in documentary, animation and fiction forms to reach audiences in Canada and abroad on relevant social and cultural issues. These programs are produced in five studios in Montréal, and one each in Halifax, Toronto, Winnipeg, Edmonton and Vancouver. English program production uses permanent staff and freelance filmmakers, and sometimes co-produces with outside organizations. The International Commercial Service, which is administered by the English Program Branch, ensures sales of NFB productions in French and English outside Canada.

French Program Branch

This branch produces and markets films and videos in French to reach audiences in Canada and abroad on social and cultural issues, and is responsible for marketing its productions in Canada. The branch produces and co-produces documentaries, fiction, and animation from its headquarters in Montréal and from regional production centres in Moncton, Toronto and Winnipeg. French program production uses permanent staff and freelancers to produce its films.

Services Division

This division provides technical production services and a versions service for the programming branches, and operates a technical research and development section. It is also responsible for distribution services, including the delivery of prints and operation of libraries and film deposits in NFB audio-visual centres in Canada.

Classes of Records

NFB/PDR-005
Commissioner's Office/Planning
Description: Planning of Commissioner's Office projects. *Topics:* CRTC intervention on pay TV, specialized services for youth 1983; Young Canada Television/Téléjeunesse application, 1984; intervention on copyright revisions 1984; research on broadcasting, operational plans 1985-86-87, Part III of estimates 86-87, five year operational plan.

NFB/COM-010
Festivals, Awards, Special Film Events
Description: Information on the various festivals, awards, and film events in which the NFB participates (and awards received). *Topics:* Selection of films; registration for the festival; film event contacts with the press and filmmakers participating in the festival/film event.

NFB/COM-015
Conferences and Special Projects
Description: Information on participation by the NFB in various film-related projects. *Topics:* Exhibits; workshops; corporate participation in film industry events.

NFB/COM-020
Special Projects
Description: Information on NFB communications with public, government, NFB staff, and media. *Topics:* Contacts with the news media; publication of press releases; brochures; annual report; internal communications; visits to NFB and filmmakers' visits to educational institutions.

NFB/EPB-025
English Programming Branch
Description: Information on the production and marketing of films and video. *Topics:* Scripts; budgets; contracts; financial statement; research material; rights; correspondence; information on marketing of NFB films in Canada and abroad; negotiation of contracts for television and theatres; research-audience surveys; new markets; community, national and international distribution; distribution of CBC, Radio-Canada and private industry films, promotion and publicity. *Retrievability:* Files arranged by film, title and type of distribution.

NATIONAL FILM BOARD

NFB/FPB-030
French Programming Branch
Description: Information on the production and marketing of NFB French language films and video. *Topics:* Scripts; budgets; contracts; financial statements; research material; rights; correspondence; information on marketing NFB films in Canada; negotiation of contracts for television and theatres; research audience surveys, new markets, community and national distribution.

NFB/SED-035
Laboratory
Description: Information on the processing of film and video technology. *Topics:* Quality control: chemistry; timing; sensitometry; printing and development; inspection of printing material; negative cutting; printing material library; stock film and shot library. *Retrievability:* Files arranged by film titles.

NFB/SED-040
Sound and Video Recording
Description: Information on sound and projection recording. *Topics:* Mixing; transfer; quality control; projection. *Storage Medium:* Magnetic tape-sound. *Retrievability:* Files arranged by film titles.

NFB/SED-045
Pre-production
Description: Information on technical support for film productions. *Topics:* Camera maintenance; reservations for technicians; lighting; stores, stage reservations; carpentry, props, etc. *Retrievability:* Files arranged by film titles.

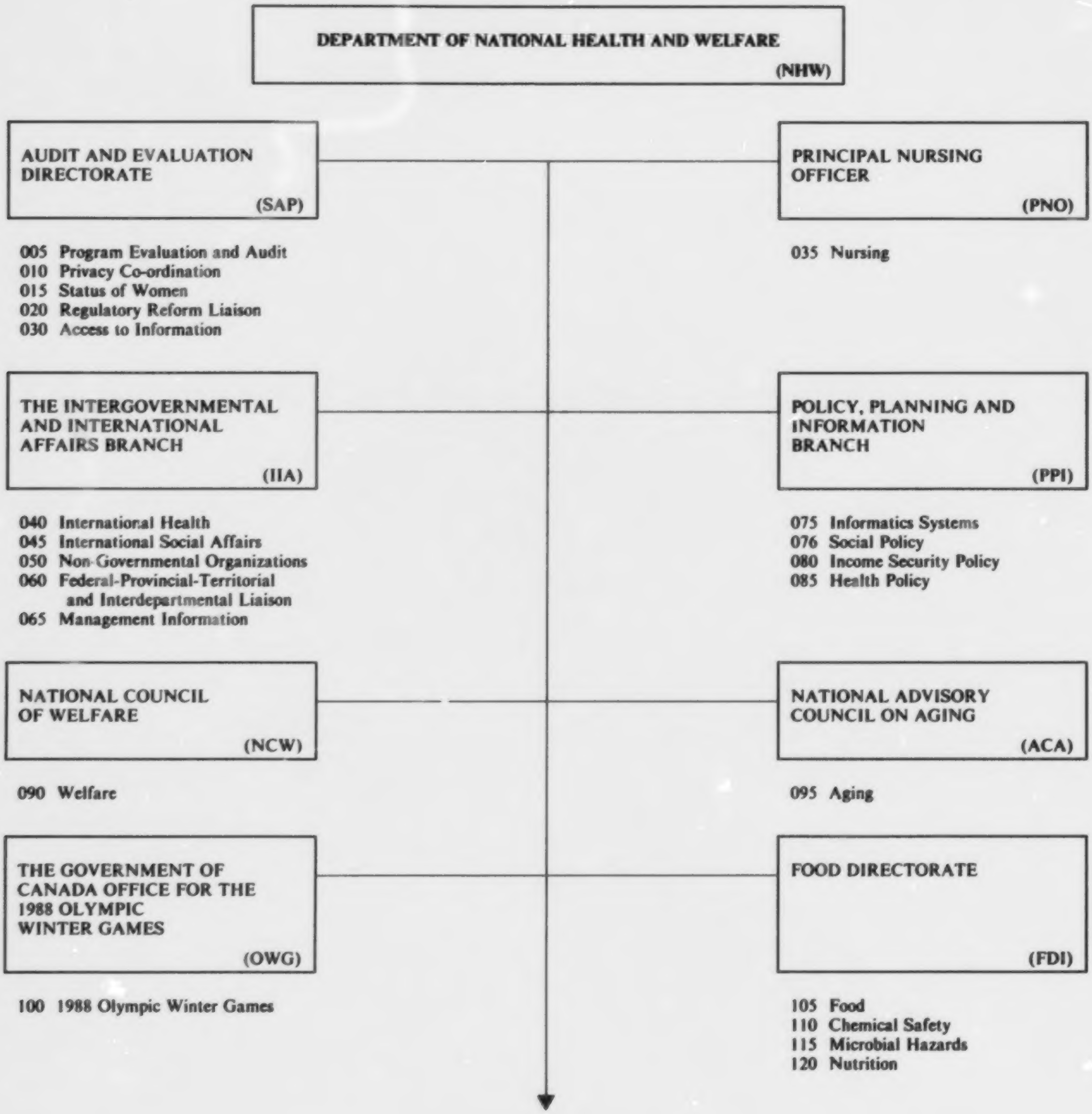
NFB/SED-050
Visual Effects
Description: Information on animation, opticals and titling. *Topics:* Animation photography; film credits; optical and special effects. *Retrievability:* Files arranged by film.

NFB/SED-055
Technical Research
Description: Information on testing and analysis of new materials for professional cinematography video and audio-visual technology and upgrading of existing pieces of equipment. *Retrievability:* Files arranged by type of equipment.

DEPARTMENT OF NATIONAL HEALTH AND WELFARE

Chapter 65

DEPARTMENT OF NATIONAL HEALTH AND WELFARE



DEPARTMENT OF NATIONAL HEALTH AND WELFARE (NHW)

AUDIT AND EVALUATION DIRECTORATE (SAP)

005 Program Evaluation and Audit
010 Privacy Co-ordination
015 Status of Women
020 Regulatory Reform Liaison
030 Access to Information

PRINCIPAL NURSING OFFICER (PNO)

035 Nursing

THE INTERGOVERNMENTAL AND INTERNATIONAL AFFAIRS BRANCH (IIA)

040 International Health
045 International Social Affairs
050 Non-Governmental Organizations
060 Federal-Provincial-Territorial and Interdepartmental Liaison
065 Management Information

POLICY, PLANNING AND INFORMATION BRANCH (PPI)

075 Informatics Systems
076 Social Policy
080 Income Security Policy
085 Health Policy

NATIONAL COUNCIL OF WELFARE (NCW)

090 Welfare

NATIONAL ADVISORY COUNCIL ON AGING (ACA)

095 Aging

THE GOVERNMENT OF CANADA OFFICE FOR THE 1988 OLYMPIC WINTER GAMES (OWG)

100 1988 Olympic Winter Games

FOOD DIRECTORATE (FDI)

105 Food
110 Chemical Safety
115 Microbial Hazards
120 Nutrition

DEPARTMENT OF NATIONAL HEALTH AND WELFARE

DRUGS DIRECTORATE (DDI)

125 Non-Prescription Drugs
130 Human Prescription Drugs
135 Cosmetics
140 Veterinary Drugs
145 Biological Drugs
150 Narcotics, Control and Restricted Drugs

LABORATORY CENTRE FOR DISEASE CONTROL (CDC)

155 Tobacco
160 Psychoactive Drugs
165 Epidemiology
170 Poison Control
175 Suspected Adverse Drug Reactions
180 Medical Biochemistry
185 Microbial Diseases

ENVIRONMENTAL HEALTH DIRECTORATE (EHD)

190 Chemical Hazards
195 Medical Devices
200 Occupational Radiation Hazards
205 Environmental Radioactivity Hazards
210 Consumer and Clinical Radiation Hazards

FIELD OPERATIONS DIRECTORATE (FOD)

215 Field Activities — Food, Drugs, Cosmetics and Devices

NATIVE HEALTH SERVICES OPERATIONS (NHS)

220 Indian and Northern Health Services

HEALTH ADVISORY SERVICES (HAS)

225 Public Service Health
230 Prosthetic Services
235 Immigration Medical Services
240 Quarantine Services
245 Regulatory Services
250 Civil Aviation Medicine
255 Emergency Services

HEALTH SERVICES DIRECTORATE (HSD)

260 Health Technology
265 Community Health
270 Mental Health
275 Child and Adult Health
280 Family Planning
285 Training of Health Personnel
290 Rehabilitation
295 Dental Health
300 Clinical Nutrition
305 Abortion

HEALTH PROMOTION DIRECTORATE (HPD)

310 Nutrition
315 Tobacco
320 Alcohol Abuse
325 Health Hazard Appraisal
330 Research, Treatment and Development Program

DEPARTMENT OF NATIONAL HEALTH AND WELFARE

EXTRAMURAL RESEARCH PROGRAMS DIRECTORATE (ERD)

335 National Health Research and Development Program

INCOME SECURITY PROGRAMS BRANCH (ISP)

340 Policy, Legislation and Planning
345 Statistics and Trends Analysis
350 Agreements — International Social Security
355 Systems Development
360 Canada Pension Plan Advisory Committee
365 Legislation — Interpretation; Application; Appeals Administration
370 EDP Programs Co-ordination and Maintenance
375 Regional Operations — Client Services
380 Disability Determination — Benefit Administration
385 Canada Pension Plan Benefit Administration — Central Operations
390 International Operations

CANADA ASSISTANCE PLAN DIRECTORATE (CAP)

395 Canada Assistance Plan

NEW HORIZONS DIVISION (NHD)

400 New Horizons

SOCIAL DEVELOPMENT DIRECTORATE (SDD)

405 Social Services Development

NATIONAL WELFARE GRANTS DIVISION (WGD)

410 Welfare Grants

FITNESS AND AMATEUR SPORT BRANCH (FAS)

415 Sport Canada
420 Fitness Canada
425 Other Programs
430 National Advisory Council on Fitness and Amateur Sport

DIRECTOR
ACCESS TO INFORMATION
DEPARTMENT OF NATIONAL HEALTH AND WELFARE
ROOM 2110, JEANNE-MANCE BUILDING
TUNNEY'S PASTURE
OTTAWA, ONTARIO
K1A 0K9

DEPARTMENT OF NATIONAL HEALTH AND WELFARE

Background

The Department of National Health and Welfare was established in 1944 by the *Department of National Health and Welfare Act* for the purpose of promoting and preserving the health, social security and social welfare of the people of Canada over which Parliament has jurisdiction. The new Department administered the National Health Section of the Department of Pensions and National Health and the *Family Allowances Act* which came into force on July 1, 1945. Since then, advances in the fields of health, social security and social welfare have led to the introduction of a number of new and extensive programs. Each year the federal government devotes about one-third of its total budget to the Department. Most of these funds are returned to the people of Canada through departmental programs.

The Department's mandate also includes the Fitness and Amateur Sport Program and the participation of the Government of Canada in the 1988 Winter Olympics which were transferred to the Minister of National Health and Welfare in October 1982.

Laws and Regulations

The following is a list of the legislation and regulations administered by the Department for which it is either wholly or partly responsible:

Deputy Minister

- Department of National Health and Welfare Act

Health Protection Branch

- Food and Drugs Act and Regulations
- Narcotic Control Act and Regulations
- Radiation Emitting Devices Act and Regulations
- Environmental Contaminants Act
- Hazardous Products Act
- Atomic Energy Act and Regulations
- Canada Dangerous Substances Regulations

Medical Services Branch

- Quarantine Act and Regulations
- Immigration Act and Regulations
- Indian Health Regulations
- Potable Water Regulations for Common Carriers
- Public Works Health Act
- Aeronautics Act
- Order-in-Council 1302, Emergency Services

Health Services and Promotion Branch

- Medical Care Act
- Hospital Insurance and Diagnostic Services Act
- Federal-Provincial Fiscal Arrangements and Established Programs Financing (EPF) Act, 1977 and Regulations
- Health Resources Fund Act
- Excise Tax Act

Income Security Programs Branch

- Old Age Security Act
- Canada Pension Plan
- Family Allowances Act

Social Service Programs Branch

- Canada Assistance Plan
- Vocational Rehabilitation of Disabled Persons Act
- Blind Persons Act
- Disabled Persons Act
- Federal-Provincial Fiscal Arrangements and Established Programs Financing (EPF) Act, 1977 and Regulations
- Unemployment Assistance Act
- Excise Tax Act (Section 45)
- Nursing Home Care Benefits Regulations
- Young Offenders Agreements
- Indian Welfare Agreements
- Divorce Act of Canada (1968)
- New Horizons Program
- National Welfare Grants

Fitness and Amateur Sports Programs Branch

- Fitness and Amateur Sports Act

Overall Responsibilities

Departmental health programs are designed to reduce illness and untimely death associated with hazards in the environment, both man-made and natural; to protect and enhance the health of those Canadians whose care, by legislation or custom, is the responsibility of the Department; and to develop, promote and support measures designed to preserve and improve the health of Canadians.

Departmental welfare programs are designed to maintain and improve the income security and the social well-being of Canadians. Fitness and Amateur Sport programs are designed to promote, encourage and develop fitness and amateur sport in Canada.

Organization

The Minister of National Health and Welfare is the head of the Department. The Minister of State, Fitness and Amateur Sport, is responsible for the Fitness and Amateur Sport Program and the participation of the Government of Canada in the 1988 Winter Olympics.

The Department is headed by the Deputy Minister of National Health and Welfare who, with the Associate Deputy Minister, is supported by the heads of the staff, line and administrative branches and directorates and by the Principal Nursing Officer.

The two staff branches, which are headed by assistant deputy ministers, are the Intergovernmental and International Affairs Branch and the Policy, Planning and Information Branch. Both report to the Associate Deputy Minister.

Six branches, each headed by an assistant deputy minister, administer the departmental operational programs. These are the Health Protection, Medical Services, Health Services and Promotion, Income Security Programs, Social Services Programs and Fitness and Amateur Sport branches. The Health Services and Promotion Branch and the Social Services Programs Branch report to the Associate Deputy Minister.

Departmental management control and administration are carried out by the Corporate Management Branch headed by an assistant deputy minister.

General Information

General departmental and branch information is provided by the Public Affairs Directorate through headquarters facilities in Ottawa and regional offices in Vancouver, Edmonton, Winnipeg, Toronto, Montréal and Halifax. Contact may be made in person, by telephone or by writing to the Public Affairs Directorate, Department of National Health and Welfare, at the appropriate following address

DEPARTMENT OF NATIONAL HEALTH AND WELFARE

Headquarters

5th Floor, Brooke Claxton Buiding
Tunney's Pasture
Ottawa, Ontario
K1A 0K9
Telephone: (613) 996-4950

Vancouver

1055 West Georgia Street
Suite 1402, Royal Centre
P.O. Box 11166
Vancouver, British Columbia
V6E 3P1
Telephone: (604) 666-2083

Edmonton

Room 205, Financial Building
10621-100th Avenue
Edmonton, Alberta
T5J 0B3
Telephone: (403) 420-2758

Winnipeg

Suite 505, Eaton Place
330 Graham Avenue
Winnipeg, Manitoba
R3C 4C8
Telephone: (204) 949-2508

Toronto

9th Floor
789 Don Mills Road
Don Mills, Ontario
M3C 1T5
Telephone: (416) 996-5536

Montréal

East Tower, Suite 206
200 Dorchester Boulevard West
Montréal, Québec
H2Z 1X4
Telephone: (514) 283-2306

Halifax

Suite 111, Simpson's Mall
6960 Mumford Road
Halifax, Nova Scotia
B3L 4P1
Telephone: (902) 426-2038

The Public Affairs Directorate publishes a Directory of Publications, available from headquarters or at any of the regional Public Affairs Directorates (see above). The Directory is also available in public and university libraries.

Libraries

Branch libraries with reading room facilities are located in Tunney's Pasture, Ottawa, at the following locations:

The Policy, Planning and Information Branch Library
2nd Floor, Brooke Claxton Building
Telephone: (613) 996-4434

The Banting Research Centre Library
Health Protection Branch
Sir Frederick G. Banting Research Centre
Telephone: (613) 993-6527

The Laboratory Centre for Disease Control Library
Health Protection Branch
Laboratory Centre for Disease Control Building
Telephone: (613) 993-4710

The Environmental Health Library
Health Protection Branch
Environmental Health Centre
Telephone: (613) 996-2635

The Medical Services Branch Program Aids and Resources Centre
Room 1884, Jeanne Mance Building
Telephone: (613) 990-7612

The Health Services and Promotion Branch Library
Room 500, Jeanne Mance Building
Telephone: (613) 996-4513

Access Procedures

Requests for departmental information under the *Access to Information Act* should be addressed directly to the following, as appropriate:

Director
Access to Information and Privacy
Department of National Health and Welfare
Room 2110, Jeanne Mance Building
Tunney's Pasture
Ottawa, Ontario
K1A 0K9
Telephone: (613) 990-7669

Manuals

Privacy Co-ordinator

- Administrative Directives — Privacy NHW 404-II

Access to Information

- Administrative Directives — ATI — NHW 404-II
- Interim Departmental Procedures on ATI
- General Guidelines for the Application of Exemptions under ATI
- Quick Reference Guide to Exemptions and Exclusions

Corporate Management Branch

Access to Information Co-ordinator
The Office of the Assistant Deputy Minister
Corporate Management Branch
Department of National Health and Welfare
Room 2172, Jeanne Mance Building
Tunney's Pasture
Ottawa, Ontario
K1A 0K9
Telephone: (613) 990-7526

Health Protection Branch

Access to Information Co-ordinator
The Office of the Assistant Deputy Minister
Health Protection Branch
Department of National Health and Welfare
Tunney's Pasture
Ottawa, Ontario
K1A 0L2
Telephone: (613) 990-8829

Medical Services Branch

Access to Information Co-ordinator
The Office of the Assistant Deputy Minister
Medical Services Branch
Department of National Health and Welfare
19th Floor, Jeanne Mance Building
Tunney's Pasture
Ottawa, Ontario
K1A 0L3
Telephone: (613) 990-7738

Health Services and Promotion Branch

Access to Information Co-ordinator
The Office of the Assistant Deputy Minister
Health Services and Promotion Branch
Department of National Health and Welfare
Room 541, Jeanne Mance Building
Tunney's Pasture
Ottawa, Ontario
K1A 1B4
Telephone: (613) 990-8120

Income Security Programs Branch

Access to Information Co-ordinator
The Office of the Director
Legislation Application and Appeals Division
Income Security Programs Branch
9th Floor, Place Vanier, Tower "B"
355 River Road
Ottawa, Ontario
K1A 0L1
Telephone: (613) 993-1274

Social Services Programs Branch

Access to Information Co-ordinator
Office of the Director Planning
Finance and Administration Services
Social Services Programs Branch
Department of National Health and Welfare
Room 920, Brooke Claxton Building
Tunney's Pasture
Ottawa, Ontario
K1A 1B5
Telephone: (613) 993-7975

Fitness and Amateur Sport Branch

Access to Information Co-ordinator
Fitness and Amateur Sport Branch
Department of National Health and Welfare
10th Floor
365 Laurier Avenue West
Ottawa, Ontario
K1A 0X6
Telephone: (613) 996-4510

At the branch level, the Access to Information Co-ordinators make or endorse initial decisions on applications and service to the public. Branch heads decide on the disclosure of information under their control which may be subject to exemptions prescribed in the Act or to third party notification.

At the corporate level, the Director, Access to Information, directs and oversees the implementation of departmental policies and administrative guidelines on the application of the Act throughout the Department, co-ordinates access requests, and is responsible for the settlement of all complaints on issues having to do with applications and service to the public. The deputy minister makes final settlement of complaints or legal actions on disclosure of departmental information.

Complaints and enquiries on the administration of the Act in the Department should be addressed to the Director, Access to Information at the first address given under Access Procedures.

STAFF BRANCHES

Deputy Minister

Overall responsibility for the direction and the operations of the Department rests with the deputy minister, who is its permanent head. The deputy minister and the associate deputy minister are the senior advisors to the Minister of National Health and Welfare on all health and welfare matters and serve on the committee of deputy ministers advising the Minister of State for Social Development on the operation of all social development programs of the federal government.

Principal Nursing Officer

The principal nursing officer advises the deputy minister on all matters related to nursing in the Department, as well as nationally and internationally.

Status of Women

The Senior Adviser, Status of Women, co-ordinates, monitors and advises on departmental policies and programs as they relate to women. The office maintains files which are supplementary to those of the branches which have subject-matter responsibility.

The Intergovernmental and International Affairs Branch

The branch has responsibility for the co-ordination, monitoring, and where required, initiation of departmental policies and strategies on international and federal-provincial-territorial issues, in the health, social security and social affairs fields, where those issues affect more than one branch or require interdepartmental consultation. It is composed of three organizational units: the Health Affairs Directorate, the Social Affairs Directorate, and the International Information and Planning Directorate.

Policy, Planning and Information Branch

The branch undertakes research on social policy issues, analyzes proposed initiatives in the health and welfare field, and collects, collates and disseminates information on social programs and related socioeconomic conditions in support of the planning and development of departmental policies and programs. In addition, the branch provides financial assistance to the provinces to support development of management information systems for provincial welfare programs.

The branch is composed of two major directorates — Policy Resources Directorate and Information Systems Directorate — and a number of smaller specialist units, all reporting to the assistant deputy minister for the branch.

General information on the operation of the branch and its publications is available from the Public Affairs Directorate.

Manuals

- Branch Human Resources Manual
- Branch Planning Manual
- Legislative Information Services Staff Manual
- Word-Processing Service Manual

EDP Procedures Manuals

- Rate Forecasting Files
- Old Age Security
- Provincial Social Security Assistance (NFLD., P.E.I., N.S.)
- ANSSIR Data Bank Updates
- Postal Code Requests
- Tape Handling
- Systems Operation and Backup
- MAPSIT: User's Reference Manual
- MAPSIT Internal Documentation

National Council of Welfare

The National Council of Welfare was established by the *Government Organization Act*, 1969 as a citizens' advisory body to the Minister of National Health and Welfare. Its mandate is to advise the Minister on matters pertaining to welfare.

The Council consists of 21 members, drawn from across Canada and appointed by the Governor-in-Council. All are private citizens and serve in their personal capacities rather than as representatives of organizations or agencies.

The publications of the Council are available in English and French. For copies please write to the National Council of Welfare, Brooke Claxton Building, Tunney's Pasture, Ottawa, Ontario, K1A 0K9.

National Advisory Council on Aging

The 18-member National Advisory Council on Aging is a citizens' advisory body charged with counselling the Minister of National Health and Welfare on matters relating to the quality of life of Canada's aging population. In addition to advising on programs and policies, the Council reviews needs and problems of older people and recommends remedial action; consults with institutions and groups involved in aging or representing the aged; publishes reports; helps in information dissemination; and stimulates public discussion on aging.

The publications of the Council can be obtained free of charge in both official languages by writing to the National Advisory Council on Aging, Room 1264, Jeanne Mance Building, Tunney's Pasture, Ottawa, Ontario, K1A 0K9.

The Government of Canada Office for the 1988 Olympic Winter Games

The office is responsible for co-ordinating all federal activities in support of the 1988 Olympic Winter Games and for liaison and negotiation with the key bodies associated with the organization of the Games.

PROGRAM BRANCHES

Of the six program branches which administer the departmental operational programs, three pertain to health programs, two to welfare programs and one to fitness and amateur sport.

HEALTH PROTECTION BRANCH

The branch was formed in 1972 through the amalgamation of the Food and Drug Directorate with the Environmental Health Directorate, the Canadian Communicable Disease Centre, the Epidemiology Division, and the Nutrition Division.

The responsibility of the branch is to reduce illness and untimely deaths of Canadians associated with hazards in the environment, both man-made and natural. Specific programs protect the public from any present or potential health hazards in foods, drugs for humans and animals, cosmetics, medical devices, radiation-emitting devices and environmental contaminants. Other programs carry out disease surveillance services, standardize laboratory methods and control psychoactive and psychotropic drugs and tobacco. There is close co-operation and assistance between the federal and provincial governments and liaison with international governments and agencies.

The assistant deputy minister of the branch, supported by Management Processes and by Finance and Administration, administers five operational directorates: the Food Directorate, the Drugs Directorate, the Laboratory Centre for Disease Control, the Environmental Health Directorate and the Field Operations Directorate. Regional offices of the Field Operations Directorate are located in the Atlantic, Québec, Ontario, Central and Western regions.

The Health Protection Branch publishes information for the public, industry and specific groups and also warns of dangers through the media. Branch information for the public may be obtained from the offices of the assistant deputy minister and the regional directors, as follows:

Atlantic Region

5th Floor, Ralston Building
1557 Hollis Street
Halifax, Nova Scotia
B3J 2R7
Telephone: (902) 426-7498

Québec Region

1001 St. Laurent Street West
Longueuil, Québec
J4K 1C7
Telephone: (514) 283-5497

Ontario Region

2301 Midland Avenue
Scarborough, Ontario
M1P 4R7
Telephone: (416) 291-4231

Central Region

310 Federal Building
269 Main Street
Winnipeg, Manitoba
R3C 1B2
Telephone: (204) 949-3004

Western Region

6th Floor
1001 West Pender Street
Vancouver, British Columbia
V6E 2M7
Telephone: (604) 544-3359

Food Directorate

The directorate conducts programs to ensure the safety and nutritional value of food. These include laboratory research, the development and standardization of analytical methods for use by regional laboratories and the development of standards and regulations based on the assessment of monitoring and surveillance data.

Manuals

- Analytical Methods for the Regulatory Analysis of Foods

EDP Systems

- RISK 81 — provides various statistical information about low dose extrapolation of quantal response toxicity data. (NHW/FDI-110)
- Nutritional Content of Menus — describes the nutritional content of seven-day menus defined by the users, with regard to the minimum acceptable intake of nutrients. (NHW/FDI-120)
- Canadian Nutrient File — obtains and maintains current information on nutrients found in foods available in Canada. (NHW/FDI-120)

Drugs Directorate

The directorate is engaged in a wide spectrum of regulatory and research programs aimed at promoting the judicious use of drugs as well as providing assurance to Canadians that the drugs sold in Canada are safe and effective and that cosmetics do not pose safety hazards.

Manuals

For Manufacturers

- Guide for the labelling of drugs for human use (1983)
- Guide for the labelling of drugs for veterinary use
- Guide to Manufacturers on Obtaining Drug Identification Numbers (DIN) and for making Drug Notifications
- Guidelines for Product Monographs — Drugs For Use in Humans (1979)
- Preclinical Toxicologic Guidelines (1981)
- General Guidelines for Preparing and Filing New Drug Submissions — Drugs for Use in Humans (1983)
- Chemistry and Manufacturing Guidelines New Drugs (1981)
- Guidelines for the Development of Efficacy Data to Support the Use of Animal Drugs in Feeds
- Guidelines for Evaluation of Safety and Efficacy of Teat Dip Formulations
- Guidelines for the Preparation of Toxicity and Residue Submissions for the Human Safety of Veterinary Products Intended for Use in Food Producing Animals
- Guidelines for Evaluation of Safety and Efficacy of Anti-mastitis Intramammary Infusion Drugs
- Guidelines for the Preparation of Submissions on Veterinary New Drugs
- Guide for the Preparation of Plant Master Files and Imported Drug Submissions — information drug importers are required to retain about their foreign drug suppliers
- Good Manufacturing Practices for Drug Manufacturers and Importers
- Guide to Consumer Drug Advertising

For Health Professions

- Canadian Drug Identification Code — provides information on drugs marketed in Canada
- General Guidelines for the Use of Methadone in Narcotic Addicts

For Branch Staff

- Administrative Guidelines — interpretations of requirements under the *Food and Drugs Act* and Regulations
- Interpretations — policy guidelines related to product and manufacturing quality

EDP Systems

- Drug Notifications (DN) — assigns drug identification numbers (DIN) to drugs and maintains a record of drug notifications by manufacturer as required by regulations. Data is maintained on approximately 17,000 Canadian prescription and over-the-counter drugs. (Drugs)
- Drug Submissions — a common measurement on the status and throughput of drug submissions. (Drugs)
- Drug Abuse System — contains statistical and other timely information on the distribution and control of licit drugs and on the use of illicit drugs and misuse of licit drugs. (NHW/DDI-150)
- Quality Assessment of Drugs (QUAD) — records results of drug tests and the results of drug plant inspections. (NHW/DDI-150)

Laboratory Centre for Disease Control

This directorate provides epidemiological, laboratory surveillance and diagnostic systems for communicable and other diseases; integrated national programs for a microbiological reference service; quality assurance systems in laboratory medicines and options for the control of nosocomial, community and laboratory-acquired infections; and develops options for the controlled use of tobacco and psychotropic drugs.

Manuals

- Bacteriology of Tuberculosis — this manual describes antibiotic sensitivity and classification of mycobacteria
- Staphylococcal Phage Typing of Staphylococcal Micro-organisms
- Viral, Rickettsial, Chlamydial, Mycoplasma Reagents — the manual describes the preparation, quality control and testing of a variety of diagnostic antigens and antisera
- Diagnostic Reference Testing of Selected Viruses
- Laboratory Methods for Neisseria Gonorrhea — a manual for the standardization of technology in Canada and for the development of international protocols to be used with reference strain kits
- Plasmid Biology and Recombinant DNA Methodology — a collection of current techniques for application and educational purposes in clinical, public health, research and industrial laboratories
- Educational Videotapes — instructional laboratory videotapes to be used in conjunction with manuals for educational purposes in public health, clinical and university laboratories, other government agencies, industry and international agencies
- Laboratory Methods for the Diagnosis of Legionnaire's Disease
- Protocols for Identification of Neisseria Species
- Laboratory Guidelines for Serotyping and Biotyping Campylobacters
- Guide to Immunization for Canadians
- Guidelines for Infection Control

EDP Systems

- Congenital Anomalies — monitors the incidence of congenital anomalies to facilitate the detection and investigation of significant changes. Participation is voluntary; at present all provinces except Québec are participating. (NHW/CDC-165)

- CDSS (Chronic Disease Surveillance System) — compiles information and risk factors from various sources. Data is obtained from Statistics Canada, Energy, Mines and Resources, Environmental Health Directorate (Radiation Protection) and from periodic small surveys. (NHW/CDC-165)
- Poison Control Statistics — monitors incidences of poisonings and produces quantitative statistics. The data is a result of the voluntary participation of 200 poison control centres in major hospitals. (NHW/CDC-170)
- Poison Control Product Information — distributes descriptions of hazardous products and plants to hospital poison control centres. Participants are manufacturers, importers and Agriculture Canada. (NHW/CDC-170)
- Adverse Reactions to Drugs — provides a monitoring and alerting system to adverse reactions to drugs, cosmetics, and the interaction of these with foods. Participation on a voluntary basis by drug dispensing centres, hospitals, other health institutions and professionals. (NHW/CDC-175)
- Clinical Lab Study System — consists of inter-laboratory studies including human-based reference materials which are used to assess the accuracy and precision of various biochemical procedures in hospitals and private laboratories in Canada. (NHW/CDC-180)
- Virus Identification Program — accumulates virus identification reports for periodic tabulation, onward transmission to World Health Organization, and (future) statistical analysis. (NHW/CDC-185)
- Observation of Chronic Diseases (NHW/CDC-185)
- Salmonella Identification Program — accumulates salmonella identification reports for periodic tabulation, trend analysis and answering queries; participants in the program include health laboratories, hospitals and other laboratories. Participation is voluntary. (NHW/CDC-185)

Environmental Health Directorate

The directorate is composed of three bureaus, which collectively serve to identify, assess and reduce health hazards in the environment, in consumer products and in medical devices.

Manuals

- Radiation Protection Bureau Policy Respecting the Use of Radionuclides in Humans — ensures a uniform policy for approving physicians for an Atomic Energy Control Board licence

EDP Systems

- Pulmonary Testing System (Mobile) — determines the pulmonary and respiratory performance of selected populations and performs comparisons with accumulated national averages. (NHW/EHD-190)
- Nationwide Evaluation of X-ray Trends (NEXT) — maintains information on diagnostic X-ray doses received by a standard patient to facilitate the design of measures to reduce X-ray exposure of Canadians and to increase the efficiency of radiological health inspection programs. (NHW/EHD-190)
- Medical Devices Notification — maintains a record of medical device notifications by manufacturers. (NHW/EHD-195)
- Occupational Dosimetry Service — maintains information on cumulative radiation exposures for radiation workers in Canada. (NHW/EHD-200)

Field Operations Directorate

The directorate acts as the inspection and enforcement arm of the branch in order to reduce health hazards in marketed products and provides other government agencies with technical assistance.

Manuals

- Inspection Procedures for Food Plant Inspectors
- Food, Drug, Cosmetic and Medical Device Projects to Be Conducted During Program Year — project specifications
- Laboratory Quality Assurance Standards
- Field Operations Directorate Operational Policy Directives
- Code of Practice — General Principles of Food Hygiene for Use by the Food Industry in Canada
- Product Recall Procedures
- Field Operations Directorate Information Booklet
- National Enforcement Reports (Prosecutions, Recalls, Imported Products unacceptable for sale in Canada, Seizures forfeited)
- Ontario Region — Procedures for conducting Compliance Activities

EDP Systems

- Food and Drug Sample Reporting (SRS) — maintains information on drug and food samples collected and analyzed in support of the food and drug inspection program. (NHW/FOD-215)
- Food Plant Inspection Reporting System — contains data compiled from inspections. (NHW/FOD-215)
- Consumers Product Complaint Reporting System (NHW/FOD-215)
- Manufacturers Table — compiles basic information on food (and eventually drug) manufacturers. (NHW/FOD-215)

MEDICAL SERVICES BRANCH

This branch was formed in 1962 from formerly independent services within the Department. These were Indian Health, Quarantine, Sick Mariners, Immigration Services, Civil Aviation Medicine, and Public Service Health.

The objective of the branch is to promote, improve and preserve the health of Canadian citizens whose care, by legislation or custom, is the responsibility of the Department. These clients include the status Indians and Inuit, all residents of the Yukon and Northwest Territories, federal public servants, immigrants, refugees and temporary visitors, international travellers, civil aviation personnel, the physically handicapped and disaster victims.

The assistant deputy minister of the Medical Services Branch directs a branch organized on a regional basis, with headquarters in Ottawa. The headquarters organization consists of: Operations, Policy, Planning and Review and Program Transfer and Policy Development, as well as financial, administrative and personnel units. Medical Services has ten regional directorates: Atlantic, Québec, Ontario, Manitoba, Saskatchewan, Alberta, Pacific, Yukon Territory, Northwest Territories, and the National Capital Region (including Overseas). Within the regions there are approximately 22 zone offices and 450 points of service. The branch is divided into Indian and Inuit Health Services (comprising Indian and Northern Health Services) and Health Advisory Services (comprising the Immigration Medical Service, the Quarantine and Regulatory Service, Public Service Health, Civil Aviation Medicine, Emergency Services and Prosthetic Services).

General information on the operation and programs of the Medical Services Branch is available from the departmental Public Affairs Directorate, Branch Headquarters in Ottawa and the regional directorates at the following addresses:

DEPARTMENT OF NATIONAL HEALTH AND WELFARE

Atlantic Region

Room 439
4th Floor, Ralston Building
1557 Hollis Street
Halifax, Nova Scotia
B3J 1V6
Telephone: (902) 426-7392

Québec Region

Guy Favreau Complex, East Tower
200 Dorchester Boulevard West
Suite 202, 2nd Floor
Montréal, Québec
H2Z 1X4
Telephone: (514) 283-2463

Ontario Region

Union Electric Building
370 Catherine Street
Ottawa, Ontario
K1A 0L3
Telephone: (613) 995-6361

Manitoba Region

303 Main Street
Room 500
Winnipeg, Manitoba
R3C 0H4
Telephone: (204) 949-4171

Saskatchewan Region

1855 Smith Street
Regina, Saskatchewan
S4P 2N5
Telephone: (306) 780-5413

Alberta Region

401 Toronto Dominion Tower
Edmonton, Alberta
T5J 2Z1
Telephone: (403) 420-2703

Pacific Region

4th Floor
814 Richards Street
Vancouver, British Columbia
V6B 3A9
Telephone: (604) 666-3173

Northwest Territories Region

Bag 7777
Yellowknife, Northwest Territories
X1A 2R3
Telephone: (403) 873-7047

Yukon Region

Yukon Manor
2 Hospital Road
Whitehorse, Yukon Territory
Y1A 3H8
Telephone: (403) 668-6461

Overseas and National Capital Region

2nd Floor, Bonaventure Building
301 Elgin Street
Ottawa, Ontario
K1A 0L3
Telephone: (613) 990-0600

Manuals

- Branch Directives — policy and procedures on various branch-related subjects
- General Directives — establishes regional policies (Québec region)
- Procedures Manual — establishes procedures for certain jobs, services or routine requests (Québec region)
- Directives to help personnel meet operational requirements such as glasses, dental, fuel and container reports (Québec region)
- Resources Catalogue — provides documentation and audio visual material (Québec region)
- Explanation of Modes of Payment (Québec region)
- Clinical Guidelines for Medical Services Personnel
- Foreign Service Directives
- Medical Officers' Handbook (Immigration Medical Services)
- Occupational Health Nurses Overseas and National Capital Region
- Physicians' Guide
- Program Guidelines — assists all personnel to interpret directives and guidelines issued by Treasury Board, the Department, central and branch headquarters; and gives guidance where no guidelines are available from the above sources (Ontario region)
- Ontario Region Directives
- Regional Interim Directives Manual (Manitoba region)
- South Zone Field Administrative Manual — outlines directives on operational requirements such as glasses, dental, fuel and container reports (Manitoba region)

Indian and Inuit Health Services

The responsibilities of the directorate include the provision of community health services, hospital and dental services, a national native alcohol abuse program, an environmental health and nutrition program.

Manuals

- Community Health Representatives (CHR) Program — outlines training of new CHRs
- Clinical Guidelines for Medical Services Personnel — a treatment manual for nurses
- Patient Care in Flight — a treatment manual related to air evacuation procedures
- Native Alcohol Abuse Program (Manitoba region)
- Community Health Nursing — a reference and guideline for all public health programs (Saskatchewan region)
- Tuberculosis Manual — a reference and guideline to detect tuberculosis, referral, treatment and follow-up care
- Regional Tuberculosis Manual (Saskatchewan region)
- Drug Distribution Program Manual — describes regulations and procedures on the ordering of drugs
- School Health Curriculum — a reference and guideline for health teaching modules for every school month and vacation time
- Nursing Manual — a reference book for Indian Health Nurses (Atlantic, Manitoba and Saskatchewan regions)

EDP Systems

- National Activity Reporting System — reports monthly summaries of Community Health Nursing activities. Covers topics such as pre- and post-natal care, family planning, infant and pre-school health and medical examinations (all regions except the Yukon and Northwest Territories). (NHW/NHS-220)
- Dental — captures, processes and presents data on dental services

provided by dentists or therapists (systems in Pacific Region, Edmonton and Ottawa only). (NHW/NHS-220)

- Tuberculosis — provides information for controlling treatment of tuberculosis (Pacific region). (NHW/NHS-220)
- Chronic Disease Monitoring — provides information for controlling chronic disease treatments (Pacific, Saskatchewan, Manitoba and Atlantic regions). (NHW/NHS-220)
- Birth Registration — reports place and date of birth, birth weight, mother's age, marital status, residence, details of pregnancy and ethnic origin; data obtained from birth certificate (Pacific, Manitoba, and Atlantic regions). (NHW/NHS-220)
- Death Registration — reports age, sex, residence and medical diagnosis of deceased. Data is obtained from death certificates (Pacific, Manitoba and Atlantic regions). (NHW/NHS-220)
- Immunization Status — records immunization of children and adults for various diseases. Produces monthly reports (Pacific region). (NHW/NHS-220)
- Environmental Contaminants Program — records results of tests for mercury and other contaminants in an individual; reports by region, level of contamination, age and sex. (NHW/NHS-220)
- Indian Master Identification — holds a master file of Registered Indians. (NHW/NHS-220)
- Inventory Control — provides capital assets inventory information (all regions except Saskatchewan and Yukon). (NHW/NHS-220)
- Address Labels — provides a label writing facility for various distributions, including suppliers, special questionnaires and internal mail (all regions except Ontario, the Yukon and Northwest Territories). (NHW/NHS-220)
- Audio Visual — a charging system used to control and plan for the effective distribution and recovery of audio visual materials used in support of educational, promotional and informative programs. (NHW/NHS-220)
- Contracts and Contributions — a system to record and monitor expenses incurred which directly relate to the provision of medical services in the community (Ontario region). (NHW/NHS-220)

Health Advisory Services

The Health Advisory Services comprise centralized health-care services in civil aviation medicine, emergency services, prosthetic services and specified advice in the fields of public service health, quarantine and regulatory and immigration medical services to the Department and other federal government departments and agencies.

Manuals

- Physicians' Guide, Medical Examinations
- Prosthetic Services Operations
- Medical Officer's Handbook
- Immigration Medical Officers Handbook
- Nursing Manual
- Occupational Health Nurses (Overseas region)
- Casualty Simulation
- Disaster Medical Care
- Disaster Nursing in the Student Nurse Curricula
- Emergency Blood Services
- Emergency War Surgery (NATO)
- Environmental Health in Disaster
- Hospital Emergency Planning Manual
- Advanced Treatment Centre
- Blood Donor Pack
- Blood Shadow Depot
- Casualty Collecting Unit
- 50-60 Bed Emergency Hospital
- Hospital Disaster Supplies
- Emergency Public Health Laboratory
- Management of Emergency Delivery
- Management of Human Behaviour in Disaster
- Emergency Hospital (Operating Manuals)
- Development of Community Emergency Welfare Services
- Emergency Clothing in Operations
- Emergency Feeding Manual
- Emergency Lodging Manual
- Emergency Planning Manual for Special Care Facilities
- Institutional Feeding
- Personal Services
- Registry and Inquiry Manual
- The Welfare Centre Kit in Operations

EDP Systems

- Indo-Chinese Refugees — captures and stores data about all Indo-Chinese refugees entering the country since August 1979; records medical information and the need for medical follow-up. (NHW/HAS-235)

HEALTH SERVICES AND PROMOTION BRANCH

The branch was formed in 1978 when the previous Health Programs Branch, consisting of the Health Services, Health Resources and Extramural Research Programs directorates, was joined by the Non-Medical Use of Drugs and Nutrition Units from the Health Protection Branch, and Family Planning from the Social Service Programs Branch.

The responsibilities of the branch are to develop, promote and support measures designed to preserve and improve the health of Canadians by encouraging and assisting them to adopt a way of life that enhances their physical, mental and social well-being, and to provide leadership and co-ordination in assisting the provinces and territories to bring their health services to, and maintain them at, national standards, including the administration of federal contributions to the provinces with respect to hospital insurance, medical care and extended health and care services programs.

The assistant deputy minister of the Health Services and Promotion Branch directs a Planning and Management Services Directorate, four operational directorates and a secretariat: the Health Services Directorate, the Health Promotion Directorate, which maintains regional offices in the Atlantic, Québec, Ontario, Prairie and Pacific Regions, the Health Resources Directorate, the Extramural Research Programs Directorate and the Canadian Blood Committee Secretariat.

General information on the operation and programs of the branch may be obtained from the Public Affairs Directorate, Office of the Chief, Branch Administration. As well as the Department Directory of Publications, a Branch Directory of Publications is available.

Health Services Directorate

The directorate develops, in co-operation with provinces, territories and other federal departments, guidelines and standards for health care services and facilities; provides consulting services to provincial governments and other federal departments; provides financial assistance and consulting services to provinces and voluntary health organizations; provides training, supply and distribution requirements of health personnel and manages programs concerned with health technology, institutional and professional health services, health assessment, community, and mental health.

Manuals

- Terms and Conditions for Grants to National Voluntary Health and Social Service Organizations

Health Promotion Directorate

The directorate develops and implements programs of health information, education and health promotion. Programs include nutrition, smoking, drugs, alcohol, health risk assessment, women and health, child health, birth planning, school health education, the elderly, and health protection in the work place.

Manuals

- Health Promotion Contributions Program Guide for Applicants — assists applicants in understanding the mandate and the administrative and financial procedures of the program

Extramural Research Programs Directorate

The directorate administers the National Health Research and Development Program (NHRDP) which supports health research, demonstration projects, symposia, workshops and conferences, and health research personnel training and development, in order to provide scientific information needed by the Department to fulfil its responsibilities.

Manuals

- Projects Guide — outlines the requirements for applicants who wish to submit project proposals for financial assistance under the National Health Research and Development Program
- Career Awards Guide — describes candidate requirements for these awards under the National Health Research and Development Program
- Training Awards Guide — describes the requirements for candidates who wish to apply for financial assistance to undertake research training under the National Health Research and Development Program

INCOME SECURITY PROGRAMS BRANCH

The branch was created in 1975, through the amalgamation of the Canada Pension Plan and the Income Maintenance Programs. The latter was responsible for the administration of the Family Allowances and the Old Age Security which included the Guaranteed Income Supplement and the Spouses Allowance.

The objective of the branch is to maintain and improve the social security of Canadians through the programs it administers. These programs are as follows:

The Canada Pension Plan (CPP) — a compulsory, contributory social insurance program which provides members of the Canadian labor force with a basic level of protection for themselves and their families against the loss of income due to retirement, disability or death.

The Old Age Security Program (OAS) — provides a basic level of income for older Canadians through a basic pension which is supplemented by the income-tested Guaranteed Income Supplement (GIS) for pensioners who have little or no income, as well as by an income-tested Spouse's Allowance (SPA) for spouses, ages 60 to 65, of pensioners in receipt of the Guaranteed Income Supplement.

Under the authority of the *Old Age Security Act* and the Canada Pension Plan, benefit payments are also made to those individuals who are eligible under the terms of international social security agreements concluded with other countries.

The Family Allowances Program (FA) — supplements the income of families with dependent children in order to help meet the additional costs associated with raising children. It also provides for the payment of an allowance to welfare and government agencies and other institutions which maintain children.

The assistant deputy minister of the Income Security Programs Branch, supported by Finance and Administration, directs three major components: the Policy, Liaison and Development Directorate, the Programs Operations Directorate and the Income Security Programs Development Directorate.

General information on the programs administered by the Income Security Programs Branch is available from the Public Affairs Directorate, branch headquarters in Ottawa and the regional offices listed below

Regional Offices

Regional Director
Income Security Programs
310 Pleasantville
P.O. Box 9430
St. John's, Newfoundland
A1A 2Y5
Telephone: (709) 772-4560

Regional Director
Income Security Programs
P.O. Box 1238
Charlottetown, Prince Edward Island
C1A 7M9
Telephone: (902) 566-7860

Regional Director
Income Security Programs
Barrington Tower
Suite 1400, Scotia Square
Halifax, Nova Scotia
B3J 3J4
Telephone: (902) 426-2342

Regional Director
Income Security Programs
P.O. Box 250
633 Queen Street
Fredericton, New Brunswick
E3B 4Z6
Telephone: (506) 452-3306

Assistant Director General
Income Security Programs
15 Henderson Street
Québec, Québec
G1K 7L5
Telephone: (418) 648-3158

Regional Director
Income Security Programs
65 William Street
Chatham, Ontario
N7M 6B2
Telephone: (519) 436-3100

Regional Director
Income Security Programs
200 Town Centre Court
Scarborough, Ontario
M1R 5C8
Telephone: (416) 973-4204

Regional Director
Income Security Programs
70 Cedar Street South
P.O. Box 2013
Timmins, Ontario
P4N 8C8
Telephone: (705) 267-8538

Regional Director
Income Security Programs
330 Graham Avenue
Winnipeg, Manitoba
R3C 4C8
Telephone: (204) 949-2310

Regional Director
Income Security Programs
Dominion Government Building
1975 Scarth Street
Regina, Saskatchewan
S4P 3K4
Telephone: (306) 780-5654

Regional Director
Income Security Programs
Bank of B.C. Building, Room 900
10055 — 106th Street
Edmonton, Alberta
T5J 2Z6
Telephone: (403) 420-2670

Regional Director
Income Security Programs
1230 Government Street
Federal Building
Victoria, British Columbia
V8W 2P1
Telephone: (604) 388-3287

The *Access to Information Act* provides accessibility to subject records. These subject documents such as guidelines, directives, policies and procedures are issued and maintained at headquarters in Ottawa. Individuals' files containing personal information are kept in the regions and are accessible under the *Privacy Act*.

Policy, Liaison and Development

This directorate, through five divisions, is responsible for ongoing Old Age Security, Family Allowances and Canada Pension Plan legislative reviews and updates; for related policy planning and development; for the application of legislation and the administration of appeals; for the review and analysis of information programs; and for international liaison for purposes of developing International Social Security Agreements. An additional responsibility is the secretariat service provided to the Canada Pension Plan Advisory Committee.

Policy, Legislation and Planning Division

This division is responsible for providing policy advice and analysis on income security programs for use by senior management and the Minister, for the development of legislative changes to the three Acts administered by the branch (*Canada Pension Plan, Old Age Security Act, Family Allowances Act*), and for various planning activities related to the branch's overall mandate.

Data Development and Analysis Division

This division is responsible for forecasts of program expenditures; for the development of specialized data banks through survey activities; and for program costs and beneficiary estimates for various policy initiatives.

International Liaison Division

Within the framework of the authority granted by Parliament in the *Old Age Security Act* and the Canada Pension Plan, this division is responsible for developing, drafting and negotiating social security agreements with other countries and administrative arrangements to implement those agreements. The division also co-ordinates the department's activities related to bringing the agreements into force.

Legislation Application and Appeals Division

This division develops operational policies and guidelines related to the payment of Imcome Security Programs benefits, and administers the appeals system for dissatisfied applicants and benficiaries. It is also responsible for the preparation of ministerial and other correspondence related to the Income Security Programs and for co-ordinating all functions related to the Access to Information and Privacy legislation.

Information and Advisory Services

This division is responsible for communication with Income Security Programs clients (contributors, applicants, appellants, beneficiaries, the general public, interest groups and other professionals in the income security systems) to promote an understanding of the underlying policies and to increase knowledge of the rights and responsibilities of individuals in relation to these programs.

Canada Pension Plan Advisory Committee

The committee is an independent body appointed by Order-in-Council. Its role is to review the operation of the Act, the state of the Canada Pension Plan Investment Fund, and the adequacy of coverage and benefits under the Plan. The committee reports its findings and makes recommendations to the Minister.

Programs Operations

This directorate, through four divisions and a network of regional offices and client service centres, is responsible for the administration of the Old Age Security, Canada Pension Plan and Family Allowances programs and for all aspects of client services.

Regional Programs Operations Co-ordination

This division develops, maintains and documents EDP programs used in the administration of the three Income Security Programs, and provides operational and procedural guidelines and co-ordination for systems and non-systems processing at headquarters and regional offices. It also facilitates data exchanges with other federal departments for the purposes of administering legislation.

Regional Offices and Client Service Centres

The staff of full-time client service centres, which are located in major cities across Canada, is responsible for the operation of more than 150 part-time centres in smaller towns and cities. These centres provide information and services to the public in all matters relating to Income Security Programs benefits, including distribution of applications for such benefits.

Each regional office provides administrative and operational support for the network of client service centres under its control. Applications for Income Security Programs benefits, with the exception of Canada Pension Plan disability benefits, from residents within its area of jurisdiction are adjudicated, processed, and the resulting benefit accounts maintained in the regional offices.

Disability Division

This division is responsible for determining, through the evaluation of an applicant's medical history and profile, eligibility for Canada Pension Plan disability benefits. It is also responsible for the processing and maintenance of all disability benefit accounts, including benefits to dependent children of disabled contributors.

Canada Pension Plan Central Operations

Central Operations is responsible for the processing of dual accounts (those whose contributions were made to both the Canada Pension Plan and the Québec Pension Plan); Québec residents' accounts (those whose contributions were made to the Canada Pension Plan only, but who now reside in Québec); division of unadjusted pensionable earnings (credit splitting) accounts; those accounts affected by the child-rearing drop-out provision; and all accounts which require manual processing of benefits. Central Operations' other responsibilities include the maintenance of record-of-earnings data including the contributor information program, as well as the provision of administrative and data management services.

International Operations

This division, established in 1978, participates in the development and negotiation of administrative arrangements and operational accords, and produces the relevant procedures, application forms and booklets for the administration of international social security agreements. The division also adjudicates and processes all applications which are covered by an international agreement.

Income Security Programs Development

This directorate is responsible for the improvement of the benefit delivery systems of the Old Age Security, the Canada Pension Plan and the Family Allowances programs. This includes the co-ordination and the integration of the three programs, the overseeing of changes to equipment, systems and procedures, all designed to improve and streamline service to clientele. The national co-ordinator for Income Security Programs Development is responsible for projects and for ensuring the co-ordination and co-operation between this group and Income Security Programs Operations.

Manuals

- Policy, Liaison and Development Manual — contains procedures to be followed in amending legislation and in bringing international social security agreements into force
- Branch Administrative Directive on Privacy — describes procedures to be followed in processing requests for access to personal information held by the branch
- Canada Pension Plan Appeals Manual -- outlines the procedures to be followed in relation to Review Committee hearings under Section 84 of the *Canada Pension Plan Act*
- Canada Pension Plan Benefit Administration Manual — provides detailed legislative interpretation of the *Canada Pension Plan Act* and Regulations
- Canada Pension Plan Record of Earnings and Contributions Data Handbook — describes and decodes the contributor's record of earnings and contributions print
- Canada Pension Plan Record of Earnings Procedures Manual — outlines procedures and guidelines to be followed in correcting errors or omissions identified on an individual record of earnings
- Canada Pension Plan Claims and Benefits Procedures, Volumes 1-3 — outlines operating procedures required for the processing and maintenance of Canada Pension Plan benefit accounts
- Canada Pension Plan Benefit Procedures Manual (Systems) — describes the manner in which the system operates, outlines procedures for the completion of EDP input form and describes the output products produced by the system
- Canada Pension Plan Trusteeship Manual — describes the documentation standards and the procedures to follow in processing a trusteeship request
- Canada Pension Plan Teleprocessing User Operating Procedures Manual (Systems) — describes the several functions and usage of the Client Information Control System
- Proof of Age Manual — describes documentation standards and provides policy guidelines for the determination of age under the Canada Pension Plan and the *Old Age Security Act*
- Old Age Security Procedures Manuals (Systems) — contains detailed processing procedures for the Old Age Security Program
- Old Age Security Policy Manual — incorporates in one volume the *Old Age Security Act*, Regulations and policy for administering the legislation
- Renewal Guaranteed Income Supplement and Spouse's Allowance Operational Guidelines — describes policy guidelines, processing procedures and the operational requirements for processing Guaranteed Income Supplement and Spouse's Allowance renewal application forms
- Family Allowance Policy Manual — incorporates in one volume the *Family Allowance Act*, Regulations and policy for administering the legislation
- Family Allowances Operations Manual — describes operational policy and procedures to be followed for administering the Family Allowances program
- Family Allowances Procedures Manual (Systems) — contains detailed processing procedures for the Family Allowances program
- Old Age Security, Canada Pension Plan and Family Allowances Operational Bulletins — contain operational policy directives amending current policy and introducing new policy for the purposes of administering legislation
- Client Service Centre Manual — describes interviewing techniques, procedures and documentation standards for processing Canada Pension Plan, Old Age Security and Family Allowances applications
- International Operations Procedures Manual — describes procedures to be followed by headquarters staff in processing claims for Social Security benefits under the various international agreements; combines Canada Pension Plan and Old Age Security procedures along with the unique features of International Social Security Agreements which aids staff in processing claims
- International Operations Procedures Manual (Systems) — describes in layman's terms the Canada Pension Plan and Old Age Security EDP systems along with the unique features of International Agreements; aids staff to input information and analyze the computer output
- International Operations Client Service Centre Manual — describes international social security agreements in force, and procedures to be followed by Client Service Centre staff in processing applications submitted under an agreement

EDP Systems

- Canada Pension Plan and International Agreements — a centralized system for maintaining records on earnings, and contributions, as well as on retirement, disability, death and survivor benefits
- Income Security Programs telecommunications system — a public telecommunication network which facilitates communication between terminals in Client Service Centres and the headquarters data centre. (NHW/ISP-355)
- OAS and GIS Cheque Issue — a decentralized file maintenance and cheque issue system for pensioners in all provinces eligible for Old Age Security and corresponding Guaranteed Income Supplement and Spouse's Allowance. (NHW/ISP-375)
- GIS and National Revenue (Taxation) Discrepancy Verification — identifies income discrepancies of Guaranteed Income Supplement recipients based on a comparison with Revenue Canada (Taxation) data. (NHW/ISP-370)

- Family Allowance Cheque Issue — a decentralized file maintenance and cheque issue system for families with children, as well as for institutions or agencies caring for children and eligible for special allowances
- Family Allowances On-line Alpa Index — a retrieval system of family allowances information necessary to identify names and addresses of beneficiaries of special cheques, and necessary to locate account numbers when no account numbers are included in letters from correspondents. The index is computerized in Ontario and Québec only; it is maintained manually in other provinces

SOCIAL SERVICE PROGRAMS BRANCH

The branch was formed in 1975 with the amalgamation of the Social Allowances and Services and the Developmental Programs Branches to give single direction to all social service programs.

The responsibility of the branch is the development, promotion and support of measures designed to improve the social well-being of Canadians by providing advice to and co-operating with the provinces and territories to ensure national social services standards.

The assistant deputy minister of the Social Service Programs branch administers a Planning, Finance and Administration Directorate, the Canada Assistance Plan Directorate and the Social Development Directorate. The Canada Assistance Plan Directorate and the New Horizons Program, which is part of the Social Development Directorate, maintain field offices in each province.

General information on the operation and programs of the Social Services Programs Branch may be obtained from the Public Affairs Directorate, at headquarters in Ottawa.

Canada Assistance Plan Directorate

The Canada Assistance Plan is a shared-cost program through which Canada pays 50 per cent of the cost to provinces and municipalities of providing social assistance, welfare services of a preventive, supportive or rehabilitative nature, and work activity projects intended to improve the employability of persons who have employment difficulties. The Director General of the Plan administers three divisions: Social Assistance and Services; Policy, Liaison and Information; Program Finance and Field Operations.

New Horizons Program

The Program provides opportunities for older and retired persons to plan, operate and participate in meaningful activities of their own choice which will prove beneficial to themselves and their community.

Manuals

- New Horizons Program Procedures Manual
- New Horizons Accounting Guide

EDP Systems

- New Horizons Management Reporting — maintains basic data on New Horizons projects to facilitate their control; retrieves project information in response to ad hoc queries. (NHW/NHD-400)

Social Development Directorate

The directorate provides consultation and information services and undertakes policy development activities to enhance the development of social services in Canada.

EDP Systems

- Adoption Desk — matches prospective parents and children available for adoption who were not successfully placed through provincial systems. (NHW/SDD-405)

National Welfare Grants Division

The role of the directorate is to promote improvements in welfare services and self-help activities by providing financial assistance, consultation, information and advice to governmental and non-governmental welfare agencies (including citizen organizations) for short-term research, demonstration and other project activities, and to individuals for advanced studies in social work.

Manuals

- National Welfare Grants Reference Manual

FITNESS AND AMATEUR SPORT BRANCH

Fitness and Amateur Sport was established by an Act of Parliament in 1961. Under the terms of the Act, its purpose is to promote, encourage and develop fitness and amateur sport in Canada. Fitness and Amateur Sport pursues these purposes through the activities of its two program areas, Fitness Canada and Sport Canada. Both fulfill their functions primarily through the provision of financial contributions and consultative assistance to national sport and fitness organizations and agencies.

General information on the operation and programs of the Fitness and Amateur Sport Branch may be obtained from the departmental Public Affairs Directorate, branch headquarters in Ottawa or the Fitness and Amateur Sport Regional Offices at

Condition physique et sport amateur
Complexe Guy Favreau
Tour ouest, Niveau 00, bureau 019
200 ouest, boulevard Dorchester
Montréal (Québec)
H2Z 1X4

Fitness and Amateur Sport
Duke Tower, Scotia Square
11th Floor, Suite 1122
Halifax, Nova Scotia
B3J 1P3

Fitness and Amateur Sport
Room 301
303 Main Street
Grain Commission Building
Winnipeg, Manitoba
R3C 3G7

Manuals

Sport Canada

- Sport Canada: Contributions Guidelines
  Describes Sport Canada's funding rationale and processes within the Contributions Program which provides funding for national sport organizations.
- Athlete Assistance Program ... A Guide
  Sets out the qualification and carding criteria of athletes; the process of application for classification and assistance and defines allowable expenses.
- Applied Sport Research Program: Policy and Guidelines
  Sets out the categories of research and guidelines to be followed in applying for and conducting research supported by the federal government.
- Sport Science Support Program: Policy and Guidelines
  Outlines the categories of sport science activities that are eligible for support; the application procedures and guidelines.

- Drug Use and Doping Control in Sport: A Sport Canada Policy
  Sets out the Sport Canada position on the use of prohibited drugs and required action and conduct by national sport organizations and athletes.
- Sport Canada: Hosting Policy
  To limit and guide applications for federal support in hosting sport events.
- High Performance Sport Centres
  Provides an explanation of the eligibility criteria and application process including the responsibilities of the partners.
- Growing in Sport: A Handbook for Creating A Sport Development Perspective
  Provides direction for the development and application of guiding principles for how client organizations can assist athletes to grow and develop within a praticular sport.
- Human Resource Management: Staffing and Performance Appraisal — Policies and Guidelines
  Provides for the use of client national sport organizations to establish and utilize an effective system for staffing professional positions within their organizations.

Fitness Canada

- A Guide to Fitness Canada Contributions Program
  Outlines the type and extent of assistance available under the Fitness Canada Contributions Program, including those eligible and the general conditions applicable.

The Corporate Management Branch

The Corporate Management Branch is responsible for providing a full range of financial, personnel, informatics and administrative services for the effective integration of planning, resource allocation and expenditure control activities throughout the Department. The branch is the departmental liaison with such federal agencies as the Treasury Board and the Office of the Comptroller General. The branch is directed by an assistant deputy minister who heads six directorates: Financial Administration, Personnel Administration, Administrative Services, Public Affairs, Informatics and Audit and Evaluation. Descriptions of the classes of records and topics pertaining to the administrative area of the Department are reported in the Access Register under Standard Classes of Records.

Financial Administration

This directorate is responsible for: ensuring that policies and systems of financial administration are established, maintained and operated, including systems for resource planning, acquisition and control; exercising financial and budgetary controls and co-ordination of departmental operations; and advising senior departmental management on financial management matters.

Manuals

- Financial Management Manual

Personnel Administration

This directorate is responsible for assisting departmental managers in achieving their overall program objectives and in discharging their responsibility for personnel management by providing services and advice in personnel matters and by providing for the fair and equitable treatment of employees. It also ensures that the delegated managers and personnel administrators exercise their authority in a responsible manner. The directorate is comprised of five bureaus: Staff Relations and Compensation; Classification; Human Resource Development; Official Languages; and Management Services. Of seven area personnel units, one is located in the National Capital Region and six in the regions: Atlantic, Québec, Ontario, Prairie, Alberta and Pacific.

Manuals

- Departmental Personnel Manual
- Reference and Training Manual — Pay and Benefits
- Training and Career Development Programs — Standing Instructions Manual
- Personnel Administrative Manual

Administrative Services

This directorate is responsible for the development and implementation of effective departmental policies, guidelines and systems for the following services: Accommodation, Materiel Administration, Document Management, Security and Occupational Health and Safety. It is also responsible for the provision of advice, functional guidance and/or direction to the administrative areas of program branches. It represents the Department on administrative issues to central government agencies and private enterprise.

Manuals

- NHW 401 — Materiel Management Manual
- NHW 404 — General Administration Management Manual
- Departmental Security Manual
- Records Management Manual

Public Affairs

This directorate is responsible for public awareness of the Department's objectives and programs, for the proper use of communications resources; and for advice and services on communications matters. It is comprised of two divisions; Creative Services, and Media and Promotion Services.

The Creative Services division provides technical and professional advice and production services to branches in the fields of editing, publishing, audio-visual and advertising and in the planning and implementation of corporate public affairs programs. The Media and Promotion Services division provides similar advice and support to branches in the fields of media relations, special events and public enquiries (including public affairs support in the regions); it also assists in the planning and implementation of corporate public affairs programs. Service is provided to the public through headquarters facilities in Ottawa as well as six regional offices: Vancouver, Edmonton, Winnipeg, Toronto, Montréal and Halifax.

Manuals

- NHW 404 — General Administration Management Manual

Informatics

This directorate is responsible for the development, implementation and maintenance of all policies, guidelines, and standards related to electronic data processing, office automation and related telecommunication, and on an ongoing basis, monitoring their application throughout the Department. It also ensures the co-ordination of long-range systems planning throughout the Department; the provision of consultative and advisory services to all branches; and the development and maintenance of Department-wide information systems.

Audit and Evaluation

This directorate is responsible for co-ordinating, appraising and improving: the control framework applicable to departmental programs and objectives; the efficiency of departmental operations, systems and procedures; and the measures of efficiency and effectiveness used by management. It also evaluates the effectiveness of every departmental program serving the public, co-ordinates the operation of the *Access to Information Act* and the *Privacy Act* within the Department, and prepares the Regulatory Agenda of the Department for publication in the Canada Gazette. It provides the Deputy Minister and senior managers with an assessment of the Department's operations and the integrity with which public funds are acquired and expended.

MANUALS

- General Administrators Management Manual
- Audit Manual
- Evaluation Handbook

Classes of Records

NHW/SAP-005
Program Evaluation and Audit
Description: Information on the establishment and operation of the audit and evaluation functions. *Topics:* Compliance with the Office of the Comptroller General (OCG) Guidelines and the Treasury Board of Canada Secretariat (TBC) Policies; committees; training seminars; departmental and branch plans; evaluation and audit assessments and studies; methodologies; consultants; organization; and U.S. evaluations.

NHW/SAP-010
Privacy Co-ordination
Description: Files on requests for access to personal information under the *Privacy Act* and the denial of such requests. *Topics:* Information and privacy policy; correspondence; exemptions; medical records; Privacy Index; annual reports; new information banks; inventory; procedures and opinion surveys.

NHW/SAP-015
Status of Women
Description: Information on health and social issues of concern to women. *Topics:* Policies; reports; committee meetings and conferences; National Plan of Action; Departmental Implementation Plan; International Women's Decade; Women, health and development; occupational health; maternity; family; family violence; reproductive health; adolescent health; minority and immigrant women; rural women; women's health research; pensions and income security; poverty; aging; disabled women; social and support services.

NHW/SAP-020
Regulatory Reform Liaison
Description: Files on correspondence with counsel for the Standing Joint Committee; internal memoranda; reports; and records of committee meetings. *Topics:* Amendments to regulations; regulatory reform; socioeconomic impact analysis.

NHW/SAP-030
Access to Information
Description: Information on departmental policy guidelines, authority, organizational structure and processes; implementation rules and procedures; analysis of demands for information and cost implications; evaluation criteria and statistics; briefing and training materials; and definitions concerning access to information. *Topics:* Public right of access to departmental information; description and communication to the public of the information held in the Department; effective and economic service to the public with respect to access to information; departmental criteria for applying exemptions and third-party notification; analysis and review of complaints and enquiries by the Information commissioner and the Federal Court; compliance and performance reports; reference material on access to information in the area of health and welfare in Canada and abroad.

NHW/PNO-035
Nursing
Description: Information on co-operation and liaison with national, provincial and territorial nursing groups and development of standards of nursing practices. *Topics:* Co-operation and liaison with associations, clubs, societies, the Canadian Nurses, Association, provincial registered nurses' associations; committees, conferences, meetings; program areas; federal departments; agencies, universities, colleges and schools.

NHW/IIA-040
International Health
Description: Information on international relations by country and by organization. *Topics:* United Nations Commission on Narcotic Drugs; World Health Organization (WHO) and WHO fellowships; Pan-American Health Organization (PAHO); the Commonwealth; bilateral and tripartite agreements; Advisory Committee on International Health Affairs; interdepartmental relations in the international relations field; miscellaneous committees, conferences and meetings. *Retrievability:* By country and by organization.

NHW/IIA-045
International Social Affairs
Description: Files on international relations by country. *Topics:* United Nations General Assembly, Economic and Social Council, Commission for Social Development; International Years and Conferences; miscellaneous committees, conferences and meetings. *Retrievability:* By country and by organization.

NHW/IIA-050
Non-Governmental Organizations
Description: Information on health and welfare organizations. *Topics:* Health organizations, such as the Canadian Medical Association and the Canadian Nurses Association; welfare organizations, such as the International Council on Social Welfare; and social affairs organizations, such as the International Social Security Association.

NHW/IIA-060
Federal-Provincial-Territorial and Interdepartmental Liaison
Description: Information on federal-provincial conferences of health ministers, federal-provincial conferences of welfare ministers, intergovernmental committees and co-operation and liaison with federal and provincial government departments.

NHW/IIA-065
Management Information
Description: Documentation on other countries in the fields of health, welfare and social affairs; exchange of information between Canada and international organizations; personnel exchanges and visits between Canada and other countries. *Retrievability:* By country and by organization.

NHW/PPI-075
Informatics Systems
Description: Information on federal and provincial social programs, particularly departmental programs and socio-economic information drawn from the Census, special surveys and other sources. *Topics:* Social security statistics; Health Program statistics; Welfare Program statistics; socio-economic conditions. *Special Access Note:* Much of the information is machine readable.

DEPARTMENT OF NATIONAL HEALTH AND WELFARE

NHW/PPI-076
Social Policy (New)
Description: Information on research undertaken on social issues and on analysis of proposed initiatives in the social services field. *Topics:* Social services, social trends, special interest groups, i.e. aged, victims of crime, families, handicapped.

NHW/PPI-080
Income Security Policy
Description: Information on research undertaken on income and employment issues and on analysis of proposed initiatives in the economic underemployment fields. *Topics:* Income security; employment policy; pensions; economic trends; income trends.

NHW/PPI-085
Health Policy
Description: Information on research undertaken on health issues and on analyses of proposed initiatives in the health field. *Topics:* Hospital care; medical care; health regulations; health policy; health financing; science policy.

NHW/NCW-090
Welfare
Description: Reports by the Council. *Topics:* Income security; taxation; the working poor; children in poverty; single-parent families; social employment; social services; community organization; nutrition; legal aid/legal services; low-income consumers; poor people's groups; poverty coverage in the press.

NHW/ACA-095
Aging
Description: Information on subjects related to the quality of life of older Canadians. *Topics:* Policy statements; reports; writings in gerontology; quarterly newsletter.

NHW/OWG-100
1988 Olympic Winter Games
Description: Information and correspondence. *Topics:* Files on parliamentary matters and intergovernmental relations with the provinces and the City of Calgary; information on former Olympic Games; correspondence with Olympic organizations; information on departmental co-ordination of services and federal financial assistance.

NHW/FDI-105
Food
Description: Files on the development of regulatory policy; regulatory review and reform; liaison with industry; international and domestic food standards; and processing of regulatory amendments. Also, they include records on programs relating to the nutritional quality of the food supply and to nutrition. *Topics:* Compliance; codex alimentarius; food standards; food ingredients; statistical analysis.

NHW/FDI-110
Chemical Safety
Description: Information on the development of legal standards to ensure food safety. This involves research evaluation of chemicals and food additives, as well as related factors in foods. *Topics:* Food additives; chemical contaminants; agricultural chemicals; mycotoxins; packaging materials; incidental additives; natural food components.

NHW/FDI-115
Microbial Hazards
Description: Files on the microbial hazards in the food supply, including the development of a methodology to determine the type and extent of micro-organisms and extraneous matter in foods; the evaluation of the significance of contamination; the setting of standards for microbial quality of foods; and the promotion of voluntary compliance by manufacturers. *Topics:* Micro-organisms; microbial toxins; paralytic shellfish poisoning; contaminated foods; food poisoning; extraneous matter; submission; potentially hazardous foods.

NHW/FDI-120
Nutrition
Description: Information on the regulations respecting the nutritional qualities of foods, including research and evaluation; the voluntary compliance by manufacturers to standards; and the promotion of consumer selection and use of food that takes account of all nutritional considerations. *Topics:* Nutrients; nutritional quality of food; nutritional surveillance.

NHW/DDI-125
Non-Prescription Drugs
Description: Information on applications for the registration of proprietary medicines. Also, a review of the safety, efficacy and quality of other over-the-counter drugs and their availability. *Topics:* Disinfectants; vitamins; minerals; advertising; labelling; drug identification numbers.

NHW/DDI-130
Human Prescription Drugs
Description: Files on the overall drug regulations and policy guidelines, as well as the safety, efficacy, quality and control of prescription drugs, manufacturing facilities and marketing practices. *Topics:* Drug analysis; research; testing; colouring; exports and imports; distribution; quality control; vaccines; remedies; in vivo diagnostics; treatments; additives; research projects; studies; surveys; non-medical use of drugs; emergency drugs; reagents; statistical analysis.

NHW/DDI-135
Cosmetics
Description: Information on imports, exports, regulations and rulings as well as files on contamination, additives, preservatives, adverse reactions, sale and enquiries regarding product safety, availability and ingredients. *Topics:* Cosmetics; additives; preservatives; contamination; cosmetic notification.

NHW/DDI-140
Veterinary Drugs
Description: Information on the safety and effectiveness of veterinary drugs available in Canada; the cause and treatment of animal diseases; adverse reactions; drug residues in food derived from livestock; medicated feeds requests; and authorization for research, testing and treatment. *Topics:* Veterinary medicines; chemotherapy of animal disease; medication of livestock feeds; advertising; labelling.

NHW/DDI-145
Biological Drugs
Description: Information on the licensing of biological drugs. *Topics:* Licensing; testing; plant inspections; submissions; plant master files.

NHW/DDI-150
Narcotics, Control and Restricted Drugs
Description: Contains information on the medical and scientific use of psychoactive drugs; misuse and abuse; monitoring of distribution; diversion of legal drugs. *Topics:* Co-operation and liaison with provincial licensing bodies and professional associations; purchase records of hospitals, licensed pharmaceutical companies, provincially registered practitioners, pharmacists; analysts and researchers, transportion and shipment; illicit use and trafficking; hospitals and penitentiaries; military medical establishments; enforcement

investigating and prosecution; United Nations Narcotic Commission; legal agents; co-operating liaison with other federal and provincial departments, foreign countries, educational institutions; prescribing of narcotics and controlled drugs by foreign-registered health professionals in Canada, nurse practitioners, podiatrists and others.

NHW/CDC-155
Tobacco
Description: Files on the development of control policies regarding the social use of tobacco, by working co-operatively with other federal departments, provincial departments and the tobacco industry to promote the development of legislation, practices and products to minimize the health consequences of tobacco. *Topics:* Tobacco — monitoring of use and attitudes, health effects, chemical properties, sale, and legislation.

NHW/CDC-160
Psychoactive Drugs
Description: Information on the development of control polices regarding the social use of psychoactive drugs (cannabis), by working with other federal and provincial departments to develop legislation to minimize illegal use of psychotropic drugs. *Topics:* Cannabis, psychoactive drugs — monitoring of use and attitudes, health effects, and legislation.

NHW/CDC-165
Epidemiology
Description: Timely, reliable, epidemiological information on disease incidence and mortality surveillance programs, including epidemiological research, development and training and infection control. *Topics:* Communicable diseases; non-communicable diseases; epidemiology; product-related diseases; disease surveillance and control; congenital anomalies; community-acquired infection; nosocomial-acquired infection; laboratory infection.

NHW/CDC-170
Poison Control
Description: Files on the provision of advice to poison control centres and provincial departments of health; the collection and distribution of information on hazardous substances; and the prevention and treatment of poisoning. *Topics:* Poison control; promotion; prevention; reports.

NHW/CDC-175
Suspected Adverse Drug Reactions
Description: Information volunteered in confidence on suspected adverse drug reactions and on alerting and surveillance programs. *Topics:* Suspected adverse drug reactions.

NHW/CDC-180
Medical Biochemistry
Description: Information on standardization in laboratory medicine, especially clinical chemistry and immunochemistry; neonatal screening for hypothyroidism; research into definitive and reference methods in clinical chemistry and immunochemistry; and monitoring of performance of clinical diagnostic methods to promote uniformity and excellence of laboratory results in laboratory medicine on a national scale. *Topics:* Neonatal screening; quality assurance in laboratory medicine; definitive and reference methods; reference standard materials; clinical chemistry; routine diagnostic methods; immunochemistry; research.

NHW/CDC-185
Microbial Diseases
Description: Information on diseases produced in humans in response to infections by microbial agents and the immune response. *Topics:* Enteric infections; respiratory infections; parasitic infections; fungus infections; bacterial infections; sexually-transmitted diseases; antibiotic resistance; tropical diseases; viral infections; infectious disease surveillance; influenza; hepatitis; tuberculosis; arbovirus infections; viral and bacterial antigens.

NHW/EHD-190
Chemical Hazards
Description: Information on hazards associated with chemicals and microbiological agents in the workplace, the indoor and ambient environment; and consumer products. *Topics:* Air; water; consumer products; industrial chemicals; pest control products; acid rain.

NHW/EHD-195
Medical Devices
Description: Files on the safety and effectiveness of device inventions; the development of essential performance and safety standards; and the corrective prevention or regulatory action in response to evidence of device failures. *Topics:* Device recalls and problems, performance and test data; class studies; standards; notification; media broadcast scripts; interactions with provincial departments and associations; advisory committees; coroners' inquests; regulations; international transactions.

NHW/EHD-200
Occupational Radiation Hazards
Description: Information on the measurement of occupational exposure of workers and control of all types of ionizing and non-ionizing radiation which may affect the health of the population of Canada. *Topics:* National Dose Registry.

NHW/EHD-205
Environmental Radioactivity Hazards
Description: Information on radioactivity emissions from nuclear reactors; population exposure to radioactive fallout; and natural background radiation. *Topics:* Reactors; population exposure; uranium mining; uranium refining; environment; radioactive waste storage.

NHW/EHD-210
Consumer and Clinical Radiation Hazards
Description: Files on the assessment of radioisotope licences; testing and evaluation of X-ray devices; consumer products; inspections, assessment and compliance of radiopharmaceuticals; occupational exposure and surveys. *Topics:* Radioisotopes; licences; X-rays; non-ionizing radiation; radiation medicine; radiopharmaceuticals; applications for the use of radionuclides in humans.

NHW/FOD-215
Field Activities — Food, Drugs, Cosmetics and Devices
Description: Files on co-operation and liaison with federal-provincial and foreign agencies; inspection, analysis and enforcement programs; consumer education; and grants and contracts. *Topics:* Consumer product complaints; plant inspection; analysis; sampling; imports and exports; educational activities; surveys; compliance promotion.

NHW/NHS-220
Indian and Northern Health Services
Description: Information on operations of health programs and services provided to or arranged for Indians, Inuit and northern residents. *Topics:* Community health services, including treatment and public health activities; alcohol and drug abuse programs; dental services; hospital services; environmental health and surveillance; native involvement; administration.

NHW/HAS-225
Public Service Health
Description: Information on occupational health programs in the public service, including environmental surveillance of workplaces, medical examinations of public servants and other persons, counselling and advisory services, the Employee Assistance Program

and first aid and emergency treatment. *Topics:* Environmental surveillance: methods, requirements, reports of inspections carried out; medical examinations: pre-employment and periodic, examinations for superannuation purposes, techniques, requirements, special examinations; correspondence relating to individuals, including medical review board proceedings; counselling and advisory services — Employee Assistance Program: policies, training, techniques, conferences, first aid and emergency treatment.

NHW/HAS-230
Prosthetic Services
Description: Files on the rehabilitation of the physically handicapped by providing custom-made, medically prescribed prosthetic and orthotic appliances, orthopaedic boots and other devices. This includes fitting, production, manufacturing, purchasing, warehousing and distribution of these devices, providing consultation to the clinical teams and training of technical staff. *Topics:* Transfer of prosthetic services; individual patients (personal and medical); sales, manufacturing, fitting, warehousing and training.

NHW/HAS-235
Immigration Medical Services
Description: Information on the assessment of prospective immigrants to Canada by direct medical examinations or assessments of medical examinations to ensure compliance with the *Immigration Act* and Regulations; provision of, or arrangement for, medical and hospital care for certain groups under the provisions of the *Immigration Act* and various Orders-in-Council; and provision of medical advice to Employment and Immigration Canada on all matters pertaining to the health of immigrants and certain classes of visitors to Canada. *Topics:* Co-operation and liaison; medical examination of immigrants; diseases in immigrants; passed cases; immigration medical review board; immigration medical records.

NHW/HAS-240
Quarantine Services
Description: Files on the monitoring of outbreaks of exotic, dangerous, communicable diseases emerging on the international scene in order to forewarn, prevent and intercept their importation into Canada; provision of information to prospective travellers on immunization requirements and prophylactic measures to conserve their health while abroad and provision of specific immunizations or arrangements for such immunizations; maintenance of a contingency plan to prevent entry into Canada, or the establishment in Canada, of dangerous exotic diseases. *Topics:* Surveillance program and diseases.

NHW/HAS-245
Regulatory Services
Description: Information on regulatory function of ensuring that organizations under federal jurisdiction, not covered by other legislation, conform to established health and sanitary standards. *Topics:* Surveillance program.

NHW/HAS-250
Civil Aviation Medicine
Description: Files on medical assessment and medical standards, air accident and incident investigation, safety promotion and research and development. *Topics:* Air Traffic; aircraft accident or incident; research and development project; contentious cases; international liaison.

NHW/HAS-255
Emergency Services
Description: Files on the functions of this planning and co-ordinating body for cases of national emergency. Central capability is achieved by interdepartmental orientation and the continual updating of the national emergency health and welfare plan; co-ordination with the plans of other departments is effected through Emergency Planning Canada and the Privy Council Office; co-ordination with provincial plans is achieved through an annual Federal-Provincial meeting. Ongoing training and education programs provide for implementation of changes and continuity. *Topics:* Establishment, development and maintenance of a national capability to provide essential health and social services in an emergency; establishment and maintenance of a stockpile of health and welfare supplies as part of the department's responsibility for war planning and for assistance to provincial and municipal governments; development and operation of training courses on emergency planning and survival. Programs to ensure office procedures are followed and accounting practices are maintained.

NHW/HSD-260
Health Technology
Description: Information on the evaluation and dissemination of appropriate information on diagnostic and therapeutic health technologies in order to improve the delivery, quality and cost-effectiveness of health services. *Topics:* Dental; breast cancer; cervical cytology; coronary artery surgery; hysterectomy; hypertension; multiphasic screening; nomenclatures.

NHW/HSD-265
Community Health
Description: Files on collaboration with the provinces in the development of programs in the community that emphasize primary prevention, early detection, secondary prevention, support services to maintain physical and social functions and primary care. *Topics:* Community Health Services; Provincial Health Centres; Commissioned Papers; the Hastings Report.

NHW/HSD-270
Mental Health
Description: Information on consulting services on the development and provision of mental health services; national resource bank of information; and assistance to the provinces. *Topics:* Psychology; suicide; mental health nursing; social work; mental diseases; hospitals, clinics, community centres; consultations with provincial governments and voluntary agencies; manuscripts (Canada's Mental Health).

NHW/HSD-275
Child and Adult Health
Description: Information on consulting services in medical and health related matters, such as medico-social matters affecting child and adult population, therapeutic abortion studies, handicapped children and infant mortality. *Topics:* Diseases; health hazards; health services; thalidomide; abortion; child health; child abuse.

NHW/HSD-280
Family Planning
Description: Information on support for the training of family planning workers; care funding for community-based family planning services; The National Family Planning Information Centre; and funding to provinces, municipalities, universities or voluntary agencies for research, services, training or demonstration purposes. *Topics:* Population; consulting services; films and scripts.

NHW/HSD-285
Training of Health Personnel
Description: Files on the development of standards for training and licensing accreditation of health personnel. *Topics:* Physicians; nursing; dental personnel.

NHW/HSD-290
Rehabilitation
Description: Information on encouraging and facilitating the development of programs in the community that emphasize primary

care, primary prevention, early detection and rehabilitation services, together with support services essential for the maintenance of physical and social functions. *Topics:* Diseases and anomalies; hospitals; treatment centres; rehabilitation; personnel.

NHW/HSD-295
Dental Health
Description: Information on promoting dental health through development, printing, and distribution of guidelines on dental hygiene, preventive dental service, and radiological services and the review of surveys related to oral health; reviews of provincial dental care plans; and representation of the federal government to professional associations and provincial governments. *Topics:* Demand for dental services; dental personnel; dental hygienists; fluoridation.

NHW/HSD-300
Clinical Nutrition
Description: Files on food habits of groups or individuals; nutrition-related diseases; counselling services for groups or individuals; and evaluation of community nutrition services. *Topics:* Foods; deficiency diseases; counselling.

NHW/HSD-305
Abortion
Description: Information on abortion studies; eligibility; and distribution of therapeutic abortion committees in hospitals. *Topics:* Studies and reports; abortion committees in hospitals and agencies.

NHW/HPD-310
Nutrition
Description: Information on efforts to increase awareness and promote the adoption, by the public and professionals, of nutrition practices which include eating a variety of foods from the four groups, balancing physical activity and energy intake and eating less fat, sugar and salt. *Topics:* Nutrition composition of foods; the School Lunch Program; senior adults survey; Eat Better and Feel Great.

NHW/HPD-315
Tobacco
Description: Public information programming on the benefits of non-smoking. *Topics:* Cessation methods; centres and clinics; surveys; liaison with industry; voluntary health organizations.

NHW/HPD-320
Alcohol Abuse
Description: Files on public information and community section projects promoting moderation in the use of alcoholic beverages. *Topics:* Liaison with industry; alcohol programs; the Advertising Code; Dialogue on Drinking.

NHW/HPD-325
Health Hazard Appraisal
Description: Information on measures of health and lifestyle against standards or risks and norms used by health professionals. *Topics:* Health hazard appraisals.

NHW/HPD-330
Research, Treatment and Development Program
Description: Information on contributions to voluntary, professional and provincial agencies to support scientific activities. *Topics:* Alcohol; Tobacco and Drug Resources Fund; research on drug abuse; research, treatment and development program; summer resources fund.

NHW/ERD-335
National Health Research and Development Program (NHRDP)
Description: Records on contributions in support of health research activities. *Topics:* Research activities supported by the NHRDP fall into the following topic categories: organization and delivery of health care; environmental health hazards, primary and secondary illness prevention; habilitation and rehabilitation; and the health status of Native populations.

NHW/ISP-340
Policy, Legislation and Planning
Description: Information on the review and update of legislation, and the development and analysis of policy. *Topics:* Historical and background documents; public and private pension plans; Social Security review; Canada Pension Plan/Québec Pension Plan; Income Security Statutory Legislation.

NHW/ISP-345
Statistics and Trends Analysis
Description: Research information used in program review and development. *Topics:* Data sources and statistical information; studies, surveys, reports on public and private pension plans; client sample surveys; disability protection survey.

NHW/ISP-350
Agreements — International Social Security
Description: Information on Canada's objectives in social security agreements; information on the process for developing and implementing social security agreements; information on model provisions for agreements and administrative arrangements; information on the social security systems of other countries. *Topics:* Social security agreements in effect and administrative arrangements related to them by country; correspondence concerning agreements in effect or under negotiation; model provisions and explanatory notes. *Retrievability:* By country.

NHW/ISP-355
Systems Development
Description: Information on the review and redesign of the Income Security Programs delivery systems and procedures, including information related to the telecommunications system. *Topics:* Systems studies; projects; reports and recommendations; EDP telecommunications system.

NHW/ISP-360
Canada Pension Plan Advisory Committee
Description: Information on the Committee's administrative aspects. *Topics:* Appointments to the Advisory Committee; sub-committee and committee reports.

NHW/ISP-365
Legislation — Interpretation; Application; Appeals Administration
Description: Information on legislative interpretations and related administrative policy; appeals administration; public information programs; Federal-Provincial Agreements and Access to Information and Privacy legislation; policies and procedures. *Topics:* Income Security Programs legislative interpretations and related administrative policies and directives; information programs and advertising; annual reports; appeals administration; Federal-Provincial agreements; Access to Information and Privacy.

NHW/ISP-370
EDP Programs Co-ordination and Maintenance
Description: Information on EDP programs and systems used in the administration of Income Security Programs; information on administrative aspects of regional programs co-ordination related to delivery of Family Allowances, Old Age Security and Canada Pension Plan benefits. *Topics:* Internal memoranda, directives procedures and guidelines on regional programs operations; Canada Pension Plan and

International Agreements EDP systems; Family Allowances cheque issue system and on-line index retrieval system; Old Age Security and Guaranteed Income Supplement cheque issue system and on-line index retrieval system; Guaranteed Income Supplement and Revenue Canada Taxation Discrepancy Verification system.

NHW/ISP-375
Regional Operations — Client Services
Description: Information on the entitlement, payment and maintenance of accounts for the Family Allowances, Old Age Security and Canada Pension Plan benefits. *Topics:* Internal memoranda, directives, procedures and guidelines on the documentation, adjudication, entitlement, processing and maintenance of accounts for regular Family Allowances and Special Allowances; Old Age Security, Guaranteed Income Supplement and Spouse's Allowances; Retirement, Survivors', Orphans' and death benefits; individual applicant and beneficiary records. *Special Access Note:* Canada Pension Plan benefits payable to Chatham and Peterborough residents are administered by the Canada Pension Plan Central Operations division.

NHW/ISP-380
Disability Determination — Benefit Administration
Description: Information on the determination of disability (medical) for purposes of administering the Canada Pension Plan disability benefits. *Topics:* Historical information on development of medical aspects of the plan; liaison with medical groups, associations and disability programs other than Canada Pension Plan; individual applicant and beneficiary records.

NHW/ISP-385
Canada Pension Plan Benefit Administration — Central Operations
Description: Information on the record of earnings and contributions of Canada Pension Plan contributors; contributor information project; entitlement, payment level and maintenance data of Chatham and Peterborough accounts; dual contributors; Québec residents accounts; division of unadjustable pensionable earnings and (credit splitting) accounts; child rearing drop-out accounts; continuous manual cheque issue accounts. *Topics:* Internal memoranda, directives, procedures and guidelines on the documentation, adjudication, entitlement, processing and maintenance of above-mentioned accounts; above-mentioned individual applicant and beneficiary records; procedures on the maintenance of record of earnings and contributors; accounting data and T4 issuance data.

NHW/ISP-390
International Operations
Description: Information on the development and implementation of administrative arrangements and operational accords related to International Social Security Agreements; the entitlement, payment and maintenance of International Agreement Accounts for Old Age Security and Canada Pension Plan benefits. *Topics:* Administrative arrangements and operational accords; internal memoranda, directives, procedures and guidelines on the documentation, adjudication, entitlement, processing and maintenance of accounts for the Old Age Security and Canada Pension Plan programs; International Social Security Agreement booklets; individual applicant and beneficiary records. *Retrievability:* By country.

NHW/CAP-395
Canada Assistance Plan
Description: Information on the administration of the Canada Assistance Plan, Part I and Part III, *Vocational Rehabilitation of Disabled Persons Act, Blind Persons Act,* Nursing Home Care Benefits Program, Indian Welfare Agreements (Ontario), Young Offenders Program and Section 45 of the *Excise Tax Act;* shareability of provincial program initiatives; changes and provincial costs; and accountability for annual transfer payments. *Topics:* Disabled Persons Allowance; Blind Persons Allowance; grants and welfare organizations; nursing home care; young offenders; vocational rehabilitation of disabled persons; research in vocational rehabilitation; welfare services and work activity; old age assistance; unemployment assistance; remission orders.

NHW/NHD-400
New Horizons
Description: Files on the distribution of New Horizon funds to groups of retired Canadians. *Topics:* Information and liaison; program development; and operations.

NHW/SDD-405
Social Services Development
Description: Consultation and information services and policy development activities in the areas of children and youth services, day care, divorce counselling and mediation, family violence, disabled persons, community services, aging, home support, international and interprovincial adoptions, voluntary action and social services delivery. *Topics:* All of the above services.

NHW/WGD-410
Welfare Grants
Description: Information on the funding of fellowships and research projects. *Topics:* National welfare fellowships; welfare research fellowships; welfare research projects; pilot projects; national non-profit organization projects; special projects; human resource development project; Welfare Research Advisory Committee.

NHW/FAS-415
Sport Canada
Description: Information on financial and technical support and services to national agencies and individuals to encourage, promote and develop activities directed toward the pursuit of excellence in amateur sport. *Topics:* National Sports and Recreation Centre; Sports Pool Program; provincial-federal and international liaison; national and professional organizations; consulting firms; local and regional liaison; provincial sports associations; provincial grants; educational grants; Hockey Canada; Game Plan Athlete Assistance Program; special projects; Sport Exhibition Program; halls of fame; Women's Program; Conseil Permanent de la Médecine Sportive des Pays d'expression française; the Olympics; application to host the Games; hosting of Olympic Games; Sport Canada's participation in the Olympics; Montréal 1976; intensive care of athletes; 1976 development planning policy, Olympic facilities; committees; Canadian Olympic Association; Olympic alternative; Canada Games; Interprovincial Games; provincial Games; Pan-American Games; World Student Games; Maccabiah Games; Hapoel Games; Indiannapolis-Scarborough Peace Games; Festival International de la Jeunesse Francophone; Commonwealth Games; Arctic Winter Games; sports associations; umbrella associations; Sports Program — records on the various sports; promotion and communications; liaison; information; information projects; sports publications and reports; advertising; media relations; special projects; games and meets; speeches and messages; Terry Fox Humanitarian Award Program; facilities: national training facilities, artificial turf, domes and air support structures; science and medicine in sport; drug user and doping control in sport; Best Ever 1988; Tribute to the Champions; conferences, corporate sponsorship.

NHW/FAS-420
Fitness Canada
Description: Information on financial and technical support and services to national organizations and individuals to raise the fitness level of Canadians through increased participation in physical activity, thus encouraging a healthy lifestyle. *Topics:* Provincial liaison, federal liaison, international liaison, professional organizations; consulting firms, Fitness Canada; education institutes; local and regional liaison; grants-in-aid, national organizations, provincial agencies, local agencies, provincial grants, education institutes grants; Participaction; education institute research; research

contributions; special projects; creative play, professional development practicum; Federal Labour Intensive Projects; Employee Fitness programs; provincial liaison; fitness testing equipment; educational institutes; international liaison; fitness workshops for physicians; home fitness test; requests for fit-kit; requests for fitness publications; nutrition programs organizations; fitness research; Canada Fitness Survey; Phacts project; sport for leisure; Indians, Inuit and Métis; public relations — printed material; periodicals received; sport and recreation safety; facilities — requests for fitness trails, hiking trails, bikeways; research, planning and evaluation; evaluation: system, special projects, control agencies' studies; research contribution program, special projects; planning, project and systems designs; National Study on Supply of Sport and Recreation Facilities, Phase I and III; Canada Fitness Award; Participaction Network; Labour Fitness and Lifestyle; NPAW; IYY; volunteer Leadership Development; Secretariat for Fitness in the Third Age; Skills Program for Management Volunteers; Canadian Fitness Challenge; Youth Marketing Study; conferences; Conférence des ministres de la jeunesse et des sports des états d'expression française; Fitness Leadership Development and Recognition.

NHW/FAS-425
Other Programs (New)
Description: **Fitness and Amateur Sport operates two major programs that are supported with funds allocated jointly by Fitness Canada Sport Canada, a third that is designed to promote the activities of Fitness and Amateur Sport generally, and a fourth that assists in the design, implementation and follow-up of the Official Languages Plan.**
Topics: **The Women's Program; Program for the Disabled; Sport Action/Sport Exhibition Program; Official Languages.**

NHW/FAS-430
National Advisory Council on Fitness and Amateur Sport (New)
Description: **The National Advisory Council on Fitness and Amateur Sport was established by *The Fitness and Amateur Sport Act* in 1961 as an advisory body of non-public servants to the Minister of State, Fitness and Amateur Sport. The Council consists of up to 30 members, with at least one representative, appointed by Governor in Council, from each province and Territory. The mandate of the Council is to advise the Minister on matters of a program and policy nature and to provide grass-roots feedback on government activities.**
EDP Systems: **Contributions — A system to record the allocation of funds to amateur sport and fitness organizations, including annual budgets, commitments and actual payments; Athlete Assistance Program — a system to record the contributions towards the academic, living and training expenses of outstanding amateur athletes.**

Deleted Classes of Records

NHW/SAP-025	Social Policy Development
NHW/IIA-055	International Social Security Arrangements
NHW/PPI-070	Science Policy

NATIONAL LIBRARY

Chapter 66

NATIONAL LIBRARY

NATIONAL LIBRARY (NLC)

ADMINISTRATION BRANCH (ADM)

005 Federal Libraries Liaison
010 Council of Federal Libraries Secretariat
015 Bibliographic Network
020 Public Relations
025 Cultural Events

ACQUISITIONS AND BIBLIOGRAPHIC SERVICES BRANCH (ABS)

030 Acquisitions
035 Canadian Theses
040 Cataloguing-in-Publication
045 National and International Bibliographic Projects
050 Cataloguing Branch Programs
055 International Organization for Standardization (ISO)
060 Anglo-American Cataloguing Rules (AACR)
065 Machine-Readable Cataloguing (MARC)

LIBRARY SYSTEMS CENTRE (LSC)

070 Computing Services
075 User Services

PUBLIC SERVICES BRANCH (PSB)

080 Newspaper
085 Music Manuscripts and Recordings
090 Union Catalogues
095 Library and Information Science Reference Material
100 Service for Handicapped Persons Reference Material
105 Indian Rights
110 Reference and Information Services
115 Children's Literature
120 Official Publications
125 Rare Books
130 Library Services in Non-official Languages

ACCESS TO INFORMATION
CO-ORDINATOR
EXECUTIVE SECRETARY
NATIONAL LIBRARY OF CANADA
ROOM 206
395 WELLINGTON STREET
OTTAWA, ONTARIO
K1A 0N4

NATIONAL LIBRARY

Background

The National Library of Canada is a branch of government with the rank of a department. It reports to Parliament through the Minister of Communications. Located in Ottawa, its mandate is to ensure that the written heritage of the Canadian people is preserved and made accessible to everyone through the country's libraries.

The National Librarian, who has the status of a deputy head, manages and directs the department. This person has authority to enter into agreements with libraries and educational associations in and outside Canada and to represent the National Library and Canada at international and national conferences and other gatherings.

The associate national librarian assists the National Librarian in the management and direction of the National Library and represents the National Librarian during the latter's absence; directs the three operational branches; oversees the Library's budget and person-year allocations on behalf of the National Librarian; and represents Canada at national and international conferences. The position has the rank of assistant deputy head.

Laws and Regulations

The National Library operates under the *National Library Act* (1969) and its amendments and enforces the Legal Deposit Regulations (1969).

Overall Responsibilities

To fulfil its responsibilities, the Library collects preserves and promotes Canadian published heritage in its broadest sense. This includes listing the nation's publications to facilitate their retrieval, availability, and use; providing reference information, referral and document delivery services, with special emphasis on Canadian subjects, to support similar services provided by other Canadian libraries; and by co-ordinating and participating in national and international programs for identifying and making available needed documents on interlibrary loan so that the nation's total library resources are shared. As part of this responsibility, the Library provides locations and lending services which are supported by the maintenance of national union catalogues, the publication of union lists and inventories of research collections; and connects with sources in Canada and abroad. The Library also provides location and reference services on material produced for handicapped persons.

All these services are supported by the National Library's extensive collection of books, periodicals, newspapers, government documents, other publications, sound recordings and other non-book materials, including access to automated information retrieval systems. The Library specializes in the social sciences and humanities, but its collection of Canadian materials covers all subjects including a collection on native rights. Current Canadian publications are acquired under the Legal Deposit Regulations of the *National Library Act*, which require every publisher to send two copies of most publications to the National Library. It in turn helps other libraries catalogue and classify their collections by providing them with current and retrospective bibliographic data in a variety of formats.

Data for Canadian publications is created by the Library and published in the national bibliography, Canadiana. Data for foreign publications is provided through exchanges of machine-readable records with other national libraries. This service results in significant savings of time and money for libraries and promotes standardization of bibliographic data.

Advised by the National Library Advisory Board and other specialized committees, the National Librarian and the staff also participate in and promote planning for library and information services in Canada, and participate in international planning for such services.

One of the National Library's top priorities is the development of co-operative, nation-wide decentralized library and information networking with international connections, using existing as well as emerging information and telecommunications technology. This task involves research, co-operative pilot projects, and the development of standards and policies.

Publications

Through its publishing program, the Library assists in individual research, particularly in Canadian studies, and also helps other libraries in the provision of services to their clients. In addition to Canadiana, the national bibliography, Library publications include specialized bibliographies, indexes and checklists, technical manuals, reports of surveys, directories and union lists, Canadian academic theses in microfiche format (in original language only), catalogues of National Library exhibits, and brochures describing National Library services.

Requests for National Library publications should be addressed to

Publications Section
Public Relations Office
National Library of Canada
395 Wellington Street
Ottawa, Ontario
K1A 0N4
Telephone: (613) 996-6128

General Information

Requests for information about services of the National Library should be addressed directly to a specific branch or service or to a librarian at any public, academic, government, or special library in Canada.

Library

Researchers may use the National Library's services at

395 Wellington Street
Ottawa, Ontario
K1A 0N4
Telephone: (613) 995-9481

Tours

Requests for information about tours of the National Library or about its exhibitions and cultural events should be addressed to

Cultural Events Office
National Library of Canada
395 Wellington Street
Ottawa, Ontario
K1A 0N4
Telephone: (613) 593-6618

Access Procedures

Requests under the *Access to Information Act* for access to the National Library files should be addressed to

Access to Information Co-ordinator
Director, External Relations
National Library of Canada
395 Wellington Street, Room 206
Ottawa, Ontario
K1A 0N4
Telephone: (613) 995-3904

Administration Branch

Federal Libraries Liaison Office

The office serves as the main communication link between the National Library and other federal libraries. It gives the many federal department, branch and agency libraries across Canada a continuing contact with the National Library on administrative, operational and planning matters, and promotes joint projects among libraries of the federal government. It also serves as the permanent secretariat of the Council of Federal Libraries, which advises the National Librarian on library services in the federal government.

Manuals

- 1974 Government Library Survey Recommendations
- Council of Federal Libraries By-laws and Decisions

Office for Network Development

The function of this office is to co-ordinate and facilitate the design, development, and implementation of decentralized nation-wide library and information networking. It conducts research on standards, on new technology and on policy issues related to network planning and development. It also conducts pilot projects to test bibliographic network applications in an open-systems environment.

Public Relations Office

This office assists the National Library's staff by advising on communications plans and policies and publicizing the Library's services and activities through a publications program; mounting information displays; advising on media relations; co-ordinating an advertising program; and performing other public relations and information duties.

Cultural Events Office

This office co-ordinates and implements a program of cultural events to reinforce the public image of the National Library and promote a better understanding of Canada's cultural heritage. It administers cultural exhibitions in Canada and abroad to make known the National Library collections to the public; conducts visits to the various branches of the National Library; organizes concerts, lectures, authors' readings and film screenings that are in keeping with the objectives of the National Library; and co-ordinates the National Library's participation in international conferences, in particular, hospitality and special events.

Acquisitions and Bibliographic Services Branch

On April 1, 1986 the Collections Development Branch and the Cataloguing Branch merged to form the Acquisitions and Bibliographic Services Branch. This branch is responsible for the acquisition of various classes of library materials, the publication of the national bibliography, Canadiana and the provision of other catalographic and bibliographic services for the National Library and the Canadian library community at large.

Under the Book Deposit Regulations of the National Library Act, the branch receives and registers publications issued in Canada. The branch also acquires books about Canada or by Canadians published abroad. In addition, it is involved in procuring non-Canadian library materials in the social sciences and humanities for the National Library by purchase and exchange. Surplus library materials from Canadian libraries are collected and exchanged through the Canadian Book Exchange Centre in Ottawa. The branch provides International Standard Book Numbers (ISBN) to publishers in Canada and offers the Canadian Theses on Microfiche Service. At the request of any Canadian university, the Canadian Theses on Microfiche Service publishes (on microfiche) any or all postgraduate theses accepted by that university and sells copies in microform.

With regard to cataloguing and bibliographic services, the branch compiles and publishes the current and retrospective versions of the national bibliography, Canadiana, as well as a bilingual list of headings for corporate and personal authors' names used in the bibliography; publishes a list of Canadian subject headings in English and co-publishes a list of subject headings in French; co-ordinates the Canadian Cataloguing-in-Publication program; compiles and publishes a bibliography of Canadian theses; distributes machine-readable cataloguing records for Canadian and foreign publications; assigns International Standard Serial Numbers (ISSN) to Canadian serial publications; contributes to the development of national and international cataloguing standards; contributes cataloguing records for Canadian serials to CONSER, a machine-readable data base of serial records; publishes CONSER Microfiche, a bibliography of serials; and catalogues material for the National Library's collection.

Manuals

- Canadiana Acquisitions Division and Legal Deposit Office — contains instructions for staff engaged in acquiring library materials
- Canadian International Book Numbering Agency — provides instructions for staff issuing International Standard Book Numbers (ISBN) to Canadian publishers
- Ordering — contains instructions for staff engaged in the selection and acquisition by purchase of library materials
- Bibliographic Searching — lists instructions for staff engaged in the selection and acquisition by purchase of library materials
- Serials Control Unit — outlines instructions for the staff engaged in checking and claiming serials for collection
- National Library In-house Serial Editor's Guide — instructions for the entering of information of the serial holdings of the National Library in the on-line database
- Canadian Theses on Microfiche Service — contains instructions for staff engaged in the acquisitions, processing and reproduction of theses accepted at Canadian universities
- Canadian Cataloguing-in-Publication (CIP) Manual for Agent Libraries — contains instructions for CIP agent libraries on preparing a CIP entry and processing requests for CIP from publishers
- UNISIST: International Serials Data System (ISDS) Manual — contains policies and procedures for processing serial publications for inclusion in the international register of serials
- National Library Cataloguing Manual — contains guidelines on the level of treatment of material selected for the bibliography: Canadiana, describing the amount and type of information to be included in catalogue entries for different types of documents; priorities for the processing of material selected for Canadiana; policies on the content and form of a catalogue entry
- Guide de la section française de l'analyse documentaire — contains policies and procedures for analyzing and describing the subject content of a document
- Guide to the Work of National Library Collection Unit — contains instructions on processing material for inclusion in the National Library's collection.
- Serials Section Manual — provides instructions on cataloguing serials
- Government Documents Section Manual — contains instructions for cataloguing federal and provincial publications
- Des collections et des RCAA, II (Dossier — Section des monographies françaises) — contains guidelines for cataloguing documents published in series, according to Anglo-American Cataloguing Rules, second edition (AACR II)

- L'art de bien cataloguer (Section des monographies françaises) — provides instructions for cataloguing monographs
- Catalogue descriptif — bilinguisme (Dossier — Section des monographies françaises) — provides instructions for cataloguing bilingual publications

Library Systems Centre

The Library Systems Centre (LSC) provides computerized systems services to the National Library, to other federal government libraries and to the developing Canadian library network. To meet this objective, the centre operates and enhances DOBIS (Dortmunder Bibliothekssystem), an on-line library-shared database management system. Systems also include Machine Readable Cataloguing (MARC) and Records Distribution Service (MRDS) system. The centre also provides leadership in the development of automated systems that can be used widely by Canadian libraries and provides advisory or consulting services to Canadian libraries that are developing automated systems. To provide these services, the centre is organized into the user services area and the computing services area.

Manuals

- System Assurance Manuals — DOBIS
- Terminal Operator's Guide
- User Manuals
- Data Input Conventions

Public Services Branch

This branch is responsible for providing a location and interlibrary loan service and a reference and information service, both automated and manual, to libraries, researchers and the general public. Special advisory services are offered in children's literature, music and library and information science, and service for handicapped persons. The branch compiles and maintains the Canadian Union Catalogue of Books, the Canadian Union Catalogue of Serials and the Canadian Union Catalogue of Library Material for the Handicapped. It also maintains the National Library's collections, including official publications, serials, references, music, rare books and literary manuscripts, Canadian newspapers and the Canadian Indian Rights Collection. Through the Multilingual Biblioservice, library materials in the non-official languages in Canada are acquired and disseminated through Canadian public libraries. The branch maintains the secretariat for the Committee on Bibliography and Information Services for the Social Sciences and Humanities (a committee of the National Library Advisory Board).

Manuals

- Music Division Procedures
- Machine Readable Reporting to the Canadian Union Catalogue
- Library Documentation Centre Procedures Manual
- Computerized Information Service Manual
- Written Reference Request Manuals
- CAN-SDI Systems Manual on Canadian Selective Dissemination of Information Services — describes technical operations of the system (an automated current awareness system)
- CAN-SDI Procedures Manual — provides detailed procedures for writing user profiles for CAN-SDI centres
- Periodicals Section Manual — describes the receiving, shelving, retrieving and photocopying of periodicals, the handling of microforms, the control and maintenance of National Library collections and the input of periodical shelf locations in DOBIS
- Location and Lending Services Manual — describes how to use the National Library's location and lending services
- FIOP Manual — describes procedures for location searching for foreign and international official publications
- COP Manual — describes procedures for location searching for Canadian official publications
- Level I Location Searcher's Manual — describes procedures for location work for Level I requests
- Level III Location Searcher's Manual — describes procedures for location work for Level III requests
- Statistics Manual — describes procedures for daily, monthly, annual statistics and special studies
- Communications Manual — describes procedures for location service communications
- How to Search DOBIS: A Guide — describes procedures for public access to the DOBIS system
- Document Dispatch Section Manual — describes the processing of interlibrary loan requests received through various communication systems, the interlibrary borrowing function, the different document delivery services and the document dispatch function
- Circulation Section Manual — describes processing of loans, maintenance of circulation system files, provision of services at the circulation desk, control and guidelines for provision and maintenance of research facilities
- Canadian Official Publications
- Foreign and International Publications
- Annotations Manual — contains instructions on preparing annotations for a multilingual collection of books

Classes of Records

NLC/ADM-005

Federal Libraries Liaison

Description: Information on the promotion of co-operative projects, management consulting to evaluate the effectiveness and efficiency of library services, promotion of standards for library methods and procedures, and development of integrated federal government library services. *Topics:* Federal library studies; surveys; co-operative projects for the organization of federal libraries; operational problems; indexing systems; cataloguing practices; automation; collections; personnel strength; fees for library services; bulk purchasing; network planning and developments; Federal Libraries Liaison Office publications; and library delivery service.

NLC/ADM-010

Council of Federal Libraries Secretariat

Description: Information on meetings, workshops, projects, publications of the Council of Federal Libraries and its action committees and working groups, and other activities related to its function of assisting the National Librarian in co-ordinating federal library services. *Topics:* Meetings - Council, steering committee, action committees and working groups; workshops - copyright, fees for services, automation; elections of steering committee members; publishing plans and publications - information series packages, liaison newsletters, annual reports.

NLC/ADM-015

Bibliographic Network

Description: Information on research being conducted on new communications technology, development of standard protocols for bibliographic applications; also related advisory groups, committees, library networks. *Topics:* Computer and communications protocols (national and international); computerized library networks; nation-wide library and information network. *Retrievability:* Files arranged by project.

NLC/ADM-020
Public Relations
Description: Information on publications and information displays. *Topics:* Production steps for publications and information displays – procurement requests, contracts for advertising, printing, requisitions and correspondence on particular projects in these and other areas of the division's work. *Retrievability:* Files arranged by publication and information display.

NLC/ADM-025
Cultural Events
Description: Information on cultural events such as exhibitions, concerts, film screenings and tours. *Topics:* Production steps – planning, implementation, costs.

NLC/ABS-030 *Formerly Identified as:* NLC/CDB-030
Acquisitions
Description: Information on the acquisition of Canadian and non-Canadian library material by the National Library; also surplus library materials made available for distribution to Canadian libraries through the Canadian Book Exchange Centre. *Topics:* Compliance with the *National Library Act;* assignment of International Standard Book Numbers (ISBN); government publishers; government documents published; Canadian authors; gifts and deposits of library materials; purchase of library materials – order requests and orders received; bookbinding services.

NLC/ABS-035 *Formerly Identified as:* NLC/CDB-035
Canadian Theses
Description: Information on the National Library service of micropublishing theses accepted at Canadian universities. *Topics:* Acquisition of theses; filing; sales. *Retrievability:* Files arranged by author.

NLC/ABS-040 *Formerly Identified as:* NLC/CAT-040
Cataloguing-in-Publication
Description: Information on the Cataloguing-in-Publication (CIP) program whereby Canadian books are catalogued prior to publication and the cataloguing information is printed in the book at the time of publication. *Topics:* CIP agent library contracts; CIP planning documents; foreign CIP programs; CIP statistics; CIP workflow studies; CIP publicity; completed CIP application forms from publishers. *Retrievability:* Application forms arranged by publisher.

NLC/ABS-045 *Formerly Identified as:* NLC/CAT-045
National and International Bibliographic Projects
Description: Information on Cataloguing Branch participation in national and international co-operative projects designed to foster the sharing of bibliographic information within and among nations. *Topics:* ABACUS (Association of National Bibliographic Agencies of Britain, Australia, Canada and the United States); Canadian Institute for Historical Microreproductions; iNet (bibliographic network); DOBIS (bibliographic database); co-operative projects for name and subject authorities; Anglo-American Cataloguing Rules; International Federation of Library Associations and Institutions (IFLA); CONSER (CONversion of SERials) project; International Serials Data System; Universal Bibliographic Control (UBC).

NLC/ABS-050 *Formerly Identified as:* NLC/CAT-050
Cataloguing Branch Programs
Description: Information on the National Library's cataloguing operations. *Topics:* Cataloguing Branch policies; workflow studies; National Library catalogue study project; processing time analysis system; performance measurement system; pre-1950 bio-bibliograpical file (information on some pre-1950 Canadian authors and titles). *Special Access Note:* Statistical records related to the processing time analysis system and performance measurement system are in machine-readable form.

NLC/ABS-055 *Formerly Identified as:* NLC/CAT-055
International Organization for Standardization (ISO)
Description: Information on the work of various committees and subcommittees of the International Organization for Standardization on bibliographic and related standards. *Topics:* Technical committees and working groups concerned with standards for the documentation, terminology and bibliographic description (ISO/INFCO WG; ISO/TC46; ISO/TC46/SC1 etc.) *Retrievability:* Files arranged by ISO committee and work item number. *Special Access Note:* Identify number of ISO committee.

NLC/ABS-060 *Formerly Identified as:* NLC/CAT-060
Anglo-American Cataloguing Rules (AACR)
Description: Information on the development and revision of the Anglo-American Cataloguing Rules and the work of the Joint Steering Committee (JSC) for the revision of AACR. *Topics:* AACR 1st edition; AACR 2nd edition; JSC meetings. *Retrievability:* AACR files arranged by edition and chapter number; JSC meetings by JSC numbering system.

NLC/ABS-065 *Formerly Identified as:* NLC/CAT-065
Machine Readable Cataloguing (MARC)
Description: Information on the development of standard formats for machine-readable cataloguing information in Canada and other countries. *Topics:* Canadian MARC (CAN/MARC) format; United Kingdom MARC (UK/MARC) format; Library of Congress MARC (LC/MARC) format, etc.

NLC/LSC-070
Computing Services
Description: Information on the design, implementation, maintenance and operation of computer-based library information systems and on the technical aspect of network planning and computer technical services – standards, evaluation and selection of systems software and hardware. *Topics:* Systems Development Project; planning; network development; DOBIS Systems Management Systems administration; standards.

NLC/LSC-075
User Services
Description: Information on the analysis of Library Systems Centre user needs and the development of specifications for systems to meet these needs; also the design and implementation of new computerized systems and the provision of consulting services. *Topics:* Planning systems development projects; network development; DOBIS System Management standards; systems administration; user liaison.

NLC/PSB-080
Newspapers
Description: Information on National Library holdings of newspapers and updates of earlier publications, the Union List of Canadian Newspapers in Canadian Libraries and the Union List of Non-Canadian Newspapers in Canadian Libraries; also newspapers and periodicals on microfilm and correspondence replying to reference questions on newspapers. Finding aids and contact prints for photographs, photostats ordered from original newspapers. *Topics:* Newspapers on microfilm – ethnic, Canadian, foreign; microform masters for Canadian material. *Retrievability:* Files arranged by place, province, decade; microform masters of serials arranged by title, and of newspapers, by province and city. Contact prints arranged by newspaper title; finding aids arranged by subject.

NLC/PSB-085
Music Manuscripts and Recordings
Description: Lists of manuscript collections and sound recordings, finding aids for selected archival collections and records on acquisitions by gift or purchase of the Music Division; also correspondence replying to reference questions related to music, and binders listing holdings of 78, 45 and 33 rpm recordings. *Topics:*

Manuscript collections; early Berliner records at the National Library; the Dr. André and Pearl Ross Collection of Spoken Sound Recordings; lists of donors and donations; records of purchases for the collection; and recordings held by the Music Division. *Retrievability:* Files arranged by manuscript collections and finding aids by name of collector; early Berliner records by catalogue number of manufacturer; Dr. André and Pearl Ross Collection by language and recording personality; access to binders by recording artist; acquisitions arranged chronologically; correspondence chronological within a subject.

NLC/PSB-090

Union Catalogues

Description: Information on the holdings of libraries in Canada of monographs and serials, including official publications, correspondence files related to library symbols and reporting to the Union Catalogue; also Union Catalogue of Canadian Music Publications to 1950. *Topics:* Holdings of Canadian libraries; library symbols; microfilming catalogues of Canadian libraries; locations of Canadian music published up to 1950. *Retrievability:* Files are arranged by author or title for the pre-April 1980 accessions card form; Canadian music publications are arranged by composer, title, publisher and date. *Storage Medium:* Accessions received after April 1980 are machine-readable.

NLC/PSB-095

Library and Information Science Reference Material

Description: Information on topics of interest to the Canadian library community: library related subjects; libraries; librarians; library associations; library schools; meetings; library equipment and monograph; drawn from documents from a clipping service, periodicals scanned in the Library Documentation Centre, and a variety of published and unpublished papers. *Topics:* Recent developments in libraries; including Canadian library science research; automation of library operations; development of bibliographic databases; union catalogues; library administration; collections management; microcomputers in libraries; national libraries and systems. *Retrievability:* Files arranged by subject group or by name of librarian, library or association. From January 1986, subject citations are stored on hard disks.

NLC/PSB-100

Service for Handicapped Persons Reference Material

Description: Information on topics of interest to Canadian libraries serving disabled persons. *Topics:* Library services, library programs, physical access to libraries, technical aids. *Retrievability:* Subject, library.

NLC/PSB-105

Indian Rights

Description: Manuscripts, theses, research papers, official documents, published and unpublished material necessary for the conduct of original research into the historical and legal basis for Indian claims. *Topics:* Native claims in Canada with comparative materials for the United States, Australia and New Zealand; legislation pertaining to Indian claims. *Retrievability:* Author, title, subject.

NLC/PSB-110

Reference and Information Services

Description: Some unpublished bibliographies up to 1974, reference and information questions and related correspondence, research documentation in Canadian studies and the social sciences and humanities in both manual and automated format. New Reference Books List (monthly) and a file of reference books on order; a vertical file containing supplementary reference information, some grey literature, bibliographies, grants information for Canadian Studies research and social sciences and humanities research.

NLC/PSB-115

Children's Literature

Description: Information on children's literature and libraries; book lists by country and subject; slide collection of illustrations in Canadian children's books by illustrator, title and date of book; poster collection with access by author, title and subject; archival IBBY (International Board on Books for Young People). *Topics:* Book selection in school libraries; current Canadian children's books; illustrations; bilingual books; other languages; comic books; professional literature; records; braille books; children's writing; periodicals. *Retrievability:* Material filed by subject; children's book collection by author, translator, illustrator, title, series, chronology, children's writings, books in braille, books with records, books in languages other than English or French, and award-winning books; textbook collection accessed by author, translator, illustrator, title, series, chronology and place; and correspondence files.

NLC/PSB-120

Official Publications

Description: Card catalogues of the collections of Canadian official publications and of foreign and international publications; a Kardex, listing serial holdings of foreign and international publications, correspondence and reference files on official publications; and a card index to commissions, committees, task forces. *Topics:* Government structure; arrangement of collections of official publications; laws and regulations; shipping lists; statistics; and reference tools related to official publications. *Retrievability:* Commission index arranged by subject and name of chairman.

NLC/PSB-125

Rare Books

Description: Correspondence and reference files on rare books. *Topics:* Rare books; individual rare books; preservation and conservation of library materials. *Retrievability:* Files arranged by subject or author.

NLC/PSB-130

Library Services in Non-official Languages

Description: Correspondence on library services in non-official languages and files of press clippings on multiculturalism and ethnic groups. *Topics:* Library services to ethno-cultural communities; multiculturalism. *Retrievability:* Files arranged by subject and ethnic group.

NATIONAL MUSEUMS OF CANADA

Chapter 67

NATIONAL MUSEUMS OF CANADA

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ACCESS TO INFORMATION AND
PRIVACY CO-ORDINATOR
OFFICE OF THE ASSISTANT
SECRETARY GENERAL
CORPORATE SERVICES
NATIONAL MUSEUMS OF CANADA
CENTENNIAL TOWERS
8th FLOOR
200 KENT STREET
OTTAWA, ONTARIO
K1A 0M8

NATIONAL MUSEUMS OF CANADA

Background

The National Museums of Canada (NMC) incorporate, within a single administration, seven organizational elements; Canada's four national museums: the National Gallery of Canada; the National Museum of Man, including the Canadian War Museum; the National Museum of Natural Sciences; the National Museum of Science and Technology, including the National Aviation Museum; the National Programmes Branch; the Corporate Management Branch; and the Corporate Services Branch.

The National Museum of Man and the National Museum of Natural Sciences both evolved out of the National Museum of Canada, an institution that had its origin in the founding of the Geological Survey of Canada in Montréal in 1842. In 1880 the Survey and its museum were moved to Ottawa and in 1910 were located in the newly-constructed Victoria Memorial Museum Building. By this time the museum staff, as distinct from that of the Survey, was divided into a Biology Division and an Anthropology Division. The National Museum of Canada was formally established in 1927. Natural History and Human History branches were formed in 1956 and the Canadian War Museum, which dates back to 1880, was added to the latter branch in 1958. Since 1968, the National Museum of Man and the National Museum of Natural Sciences have been components of the National Museums of Canada.

The beginnings of the National Gallery of Canada are associated with the founding of the Royal Canadian Academy of Arts in 1880. The Marquis of Lorne, then Governor General, had recommended and assisted in the founding of the Academy and among the tasks that he assigned to that institution was the establishment of a national gallery at the seat of government. The National Gallery was incorporated by an Act of Parliament in 1913. It occupied a section of the Victoria Memorial Museum Building until 1960 when it was moved into the Lorne Building. In 1968, the National Gallery became a component of the National Museums of Canada.

The National Museum of Science and Technology is the most recently formed of Canada's national museums. It began with the creation of a Science and Technology Branch of the National Museum of Canada in 1964. A director was appointed in 1966 and the museum opened in 1967, one year before it became a component of the National Museums of Canada. The National Aeronautical Collection, formed by the Royal Canadian Air Force in 1964, was added to the museum when it opened. In 1982, the National Aeronautical Collection became known as the National Aviation Museum.

In 1972, the government developed a National Museum Policy designed to ensure the preservation of Canadian museum collections and increase public access to them. The five divisions of the National Programmes Branch of the NMC provide services and assistance to the Canadian museum community to further the objectives of this policy. As well, the NMC has fostered co-operation among Canadian museums by establishing a network of 25 associate museums (including the four national museums) and 23 national exhibition centres.

Overall Responsibilities

The National Museums of Canada is a Crown Corporation established in 1968 by the *National Museums Act* which reports to Parliament through the Minister of Communications. It is administered by its own secretariat under the authority of a Board of Trustees. The Secretary-General is the chief executive officer of the corporation. The purposes of the corporation, as defined in the Act, are to demonstrate the products of nature and the works of man, with special but not exclusive reference to Canada, so as to promote interest therein throughout Canada and to disseminate knowledge thereof.

Key Contacts

General Information

Information may be obtained by contacting the following:

- Information Services Directorate, Corporate Services
- Information Services, National Gallery
- Media and Public Relations, National Museum of Man
- Public Relations, National Museums of Natural Sciences
- Public Relations, National Museum of Science and Technology
- Library Services, Corporate Services
- Reference Library, National Gallery

Publications

Information on titles of National Museums of Canada publications may be obtained from

Publishing Services
Corporate Services
National Museums of Canada
200 Kent Street
Ottawa, Ontario
K1A 0M8

Access Procedures

Information requests under the *Access to Information Act* should be addressed to

Access to Information and Privacy Co-ordinator
Office of the Assistant Secretary General
Corporate Services
National Museums of Canada
Centennial Towers, 8th floor
200 Kent Street
Ottawa, Ontario
K1A 0M8
Telephone: (613) 996-2257 (ext. 2007)

Corporate Management

The *National Museums Act* 1967-68 requires a fourteen member Board of Trustees which reports to Parliament through the Minister of Communications. The Act and By-law 1 establish the position of Secretary-General who, on behalf of the Board of Trustees, directs and manages the business of the Corporation in all matters that are not, by the Act or by-laws, specifically reserved to the Board, a committee of the Board or a Director of a museum.

Corporate Management consists of the Board of Trustees (and support), the Secretary-General (and support), the Evaluation Directorate and the International Audit Directorate.

Corporate Services Component

The Corporate Services component of the National Museums of Canada (NMC) provides managerial, professional, technical and administrative services, systems, controls and advice to all managers of the Corporation. The principal roles of this component are those of support to the Board of Trustees and to the Secretary-General in the management of the Corporation, and of intermediary between the federal government bureaucracy and the components of the NMC. In addition, when economical and effective, Corporate Services provides certain museological and common services to the whole of the NMC.

There are nine Corporate Services: Planning and Management, Information, Finance, Administration, Personnel, Architecture, Library, Publishing and Security.

National Programmes

In 1968, the federal government announced its overall cultural policy based on the principles of democratization, decentralization, pluralism, and federal-provincial and international co-operation. The Secretary of State developed, and the Cabinet approved, a more specific National Museum Policy with two objectives — to preserve the elements of the national heritage, and to increase access to that heritage. The National Museums established five programmes to meet the objectives of the National Museum policy. Collectively known as the National Programmes, they are: the Canadian Conservation Institute, the Canadian Heritage Information Network, the International Programme, the Mobile Exhibits Programme and the Museum Assistance Programmes. Together these programmes form a component of the National Museums Corporation called the National Programmes Branch. It is headed by an Assistant Secretary-General who is supported by the five programme directors and the services of a central finance and administration unit called the Programme Co-ordination Division.

National Gallery of Canada

Director's Office

The National Gallery of Canada (NGC) holds in public trust the most comprehensive collection of Canadian fine and decorative arts, and the finest collection of non-Canadian paintings, sculptures, drawings, prints and photographs in the country. Properly supported, these collections are an important resource in establishing self-awareness and pride throughout Canada. The goals of the National Gallery of Canada, consonant with the objectives and priorities of the National Museums of Canada, are directed towards national purpose and must be realized with the highest professional standards. The gallery maintains its holdings at a high level of preservation, and supports them through research for the development of the collections, the organization of exhibitions and the publication of catalogues.

Archives and Curatorial Division

The division is responsible for holdings of correspondence and archives for research and documentation.

Restoration and Conservation Laboratory

The function of the laboratory is to provide specialized conservation treatment for works of art. It thus examines, inspects, restores and analyzes the status of the present collection, prepares works of art for loans, exhibitions, and display in government houses and offices and prepares examination reports on new acquisitions.

National Museum of Natural Sciences

The Museum of Natural Sciences (NMNS) deals with the sciences of botany, geology, paleobiology and zoology. Five main exhibition halls on the birds and mammals of Canada, prehistoric animals, geology and the evolution of animal life are maintained in the Victoria Memorial Museum. Large research collections are held in other buildings in Ottawa. These collections are open to study by qualified students, including post-doctoral fellows and other contractees sponsored by the museum. The National Herbarium contains vascular plants and cryptogamic plants. The National Zoological Collections include molluscs, crustaceans, other invertebrates, fish, reptiles, amphibians, birds and mammals. The Palaeontological Collections contain vertebrate fossil specimens. Gem stones and minerals, rocks and ores from many regions of the world are some of the other collections found in this museum. In addition, it holds scientific and popular publications on these subjects.

The function of the Museum is the collection of specimens, audio-visual material or art work, as examples or depictions of flora, fauna or geological material. The basic objectives of the collection programme are to acquire, preserve and use representative samples of the earth's biological and geological entities. This provides a comprehensive national scientific reference collection of flora, fauna and geological material with particular reference to Canadian material, but with other specimens which may aid in understanding Canadian problems. The museum maintains display and research collections in the quantities required to meet the needs of present and developing natural history museums in Canada and elsewhere, and to provide present and future generations with a perspective of current scientific and educational needs and a prospectus on future needs.

Mineral Sciences Division

The division is included under geological collections. Its holdings include reference and display examples of minerals, gemstones, rocks and ores. Minerals are acquired through purchase, exchange, donation, field collection and research on classic geological localities. Duplicate material through donations or direct collection is encouraged to provide exchange specimens.

Biological Collections

These collections include the vertebrate and invertebrate zoology, botany and paleobiology divisions. They are improved and completed primarily through field collecting and exchanges with other institutions. Collecting by a national museum is carried out on a broad front so as to include all families of organisms. The establishment of priorities is based on the completeness of representation of Canadian biota in national collections, the availability of specimens and data in other museums, and the inclusion of non-Canadian material related taxonomically, geographically or ecologically to Canadian specimens, as well as representative material from major biomes of the world to provide comparative material for research and display. Duplication of existing collections is discouraged, unless it provides an opportunity for exchanges with other museums.

National Museum of Man

Director's Office

The office is responsible for the administration and operation of all divisions within the National Museum of Man (NMM) as well as the management of the museum's role in public programming. Attached to the office are three senior scientist positions in the fields of archaeology, folk culture and ethnology.

Archaeological Survey of Canada

The Archaeological Survey of Canada (ASC) is primarily concerned with the recovery, study, preservation and presentation of information and artifacts on the prehistory of Canada. It is also concerned with the excavation of archaeologically important sites threatened with destruction by large construction projects such as roads, dams, airports or harbours. The survey maintains a collection of scientific records, including reports, field records and photographs produced by both staff scientists and contract researchers, which is available to qualified researchers. Artifacts and other archaeological remains are catalogued and conserved on behalf of the people of Canada. The results of the research and collection programmes are disseminated through publications such as the Mercury series, Canadian Studies reports and the popular Canadian Prehistory series, co-published with commercial publishers. In addition, these research programmes provide the basis for exhibitions, fact sheets, films, museum kits and videotapes, which convey the work of the ASC to the public.

Canadian Centre for Folk Culture Studies

The Canadian Centre for Folk Culture Studies (CCFCS) was established in 1969 to record and study various aspects of folk culture among all ethnocultural groups in Canada, with the exception of native peoples. The centre conducts a variety of research and collection programmes, both in-house and on contract, which range from the collection and analysis of oral lore to the acquisition and conservation of all aspects of Canadian folk life. It disseminates information through the Mercury series, Canadian Studies reports and Oracle series. The research work of the CCFCS also reaches the public thorough exhibitions, museum kits, film, videotapes and Canada's Visual History series. In addition, the CCFCS provides professional advice and information to the scientific community and to the public at large on all matters related to Canadian folklore and folk life.

Canadian War Museum

In 1980, the Canadian War Museum celebrated 100 years of recording, collecting and preserving material on the military history of Canada, and of the nations that have been her friends and foes. In addition to collecting, identifying, cataloguing, conserving and researching artifacts from various military conflicts, the museum undertakes research projects and maintains archival material for further study. The results of its research and collection programmes reach the public via the Mercury series, Canadian Studies reports and a popular series of books published on a variety of military history topics.

History Division

This division is concerned with researching, preserving and presenting to Canadians the social, economic and cultural history of non-aboriginal man since the beginning of European settlement in Canada. The division has as its goal, the collection and conservation of representative artifacts highlighting Canadian material of national interest, representing every region in Canada and all socio-economic groups and time periods in the nation's past. The division also conducts historical research on material culture in society as a basis for reconstructing portions of Canada's past through exhibition and other media. Publications produced by the division help interpret and explain Canadian history and increase national self-knowledge. These include occasional monographs in the Mercury series, the periodical called the *Material History Bulletin*, and various books for the general reader which are often published in co-operation with commercial houses.

Canadian Ethnology Service

The traditional culture of Canadian Indians, Inuit and Métis is the focal point for the ethnographic research and artifact collections of the Canadian Ethnology Service (CANES). Research programmes concerned with general ethnology, linguistics, material culture and ethnohistory have been carried on since the 1890s. Research projects to document cultural traditions are undertaken by both CANES and contract researchers. There is also a research collection of nearly 60 000 artifacts acquired over the last century, which are catalogued and conserved, and can be loaned to approved institutions for exhibition purposes or studied by qualified scholars and students. The scientific results of CANES programmes reach the public through the Mercury series, Canadian Studies reports, fact sheets, films, videotapes, exhibitions, museum kits and Canada's Visual History series.

Education and Cultural Affairs Division

This division co-ordinates the National Museum of Man's nation-wide extension programme of travelling exhibitions while maintaining the permanent display galleries within the Museum and developing temporary exhibitions for the public in the national capital region. A media relations section promotes museum activities. The division maintains a national loans collection of artifacts which can be lent to exhibition centres that cannot meet the environmental requirements for borrowing material from the main museum collections.

The activities of this division emphasize communication. The products of the research and collection activities of the National Museum of Man are interpreted to the general public across Canada through extension and information programmes. A range of material such as the Oracle series, the Activity series, Canada's Visual History series, gallery guides and other items for the public is co-ordinated or produced by the division. The regional programmes section of this division arranges school visits to the museum's displays and provides public programmes which include films, demonstrations, lectures, theatre performances and an enquiry service.

National Museum of Science and Technology

The National Museum of Science and Technology (NMST) is designed to increase the scientific literacy of Canadians and visitors from other countries. Scientific principles and displays are demonstrated by artifacts and texts which correlate these principles with the development of technology; emphasis is on transportation, energy, industrial technology, communications and space, aviation, the universe and pure science. Collections are made available to other museums in Canada and abroad.

National Aviation Museum

The National Aviation Museum includes aircraft, engine collections and other artifacts related to the development of aviation.

Classes of Records

NMC/CMS-005
Archaeology
Description: Information on the recovery, study, preservation and presentation of information and artifacts related to Canada's history; also excavation of archaeological sites threatened with destruction by construction projects, roads, dams, airports and harbours. *Topics:* Policy; rescue and urgent ethnology and archaeology; preservation of sites in the Arctic; archaeological digs: Toronto International Airport, Mackenzie Highway Project, Dempster Highway Project, Donovan Site — Hamilton Airport; native burial grounds; rock paintings and petroglyphs; Northern pipelines.

NMC/CMS-010
Exhibitions
Description: Information on the permanent exhibitions for all NMC components, international exhibitions and travelling exhibitions. *Topics:* Policy and general correspondence on exhibitions for all the components; international exhibitions — Tutankhamen, Master Paintings from the Hermitage, USSR, Chinese Exhibition, Transpo '86, Yaroslaw — artifacts; schedules of travelling exhibitions — Journey into Our Heritage.

NMC/CMS-015
Acquisition of Collections
Description: Information and general correspondence on the acquisition of artifacts by purchase, gift, donation and exchange. *Topics:* Policy; authentication; overlap in collections; paintings — National Gallery; collections for the Museum of Natural Sciences,

the Museum of Science and Technology, the Museum of Man and the Canadian War Museum — Medals, By-Dyberger Maquette; income tax deductions for gifts and donations.

NMC/CMS-020
Publications
Description: Books and publications originating from scientific research done by various scientists, historians, archaeologists and curators, within NMC components. *Topics:* Policy; general correspondence; involvement of Department of Supply and Services in publications; co-publishing; copyrights; catalogues; specific publications of the different museums.

NMC/CMS-025
Planning and Policy Development
Description: Information on corporate planning and policy development. *Topics:* Federal and provincial cultural policies; planning and policy studies; planning systems; strategic plans; medium term plans; operational plans; policy development by subject; museological research by subject; Indemnification.

NMC/CMS-030
Evaluation
Description: Information on evaluation of museum programmes and activities. *Topics:* Policies; plans; individual evaluations.

NMC/CMS-035
Loans
Description: Information on the loan of artifacts to museums across Canada. *Topics:* Policy; controversial material; Fire Fighters' Museum of Nova Scotia; Tate McKenzie; General Murray's Powder Horn; Haida Canoe.

NMC/CMS-040
Board of Trustees
Description: Information relating to the Board of Trustees of the NMC and to Board committees. *Topics:* Personnel; meetings; committees; minutes; briefing papers.

NMC/NPG-045
Mobile Exhibits Programme
Description: Information on the operation of three museumobiles — Canada North, Canada West and Atlantic Canada. *Topics:* General operations; thematics; tour co-ordination; tour management; support programme for each of the three museumobiles.

NMC/NPG-050
Conservation
Description: Information on the conservation of artifacts to ensure preservation. *Topics:* Conservation reports; conservation and refurbishment.

NMC/NPG-055
Loans
Description: Information on incoming loans for the three travelling museumobiles. *Topics:* Policy; institutions; agreements.

NMC/NPG-060
Discovery Train
Description: Information on the Discovery Train — a travelling exhibition operating between 1978 and 1980. *Topics:* Purchase of the American Freedom Train; sites; design and fabrication; sponsors; provincial and community liaison.

NMC/NPG-065
Canadian Heritage Information Network
Description: Information on the development of comprehensive and meaningful standards for the documentation of museum collections, the provision of services designed to assist museums in properly documenting their collections, and the application of EDP techniques to alleviate some of the collection management problems. *Topics:* Policy; procedures; general correspondence; museum services; documentation; liaison data; correspondence — artifact documentation for Canadian museums. *Storage Medium:* EDP systems.

NMC/NPG-070
Canadian Conservation Institute
Description: Information on the provision to Canadian museums of specialized conservation services, conservation research, training through internships, a mobile laboratory service and publications and information services on the institute's conservation research projects and other related technical areas. *Topics:* Operations; fine arts and polychromes; textiles; works of art on paper; archaeology and ethnology; furniture and wooden objects; mobile laboratory service; conservation processes research; environment and deterioration research; analytical research services; photographic services; documentation; publications; internships; workshops and seminars; library. *Storage Medium:* 35-mm slides.

NMC/NPG-075
International Programme
Description: Information on international museum activities, the publication of a catalogue of exhibits, liaison with institutions and government departments and international negotiating expertise. *Topics:* Country files; show and exhibitions; museums and galleries; External Affairs Canada — cultural exchange programs; miscellaneous budget, policy, finance, administration; UNESCO; ICOM. *Retrievability:* Files on exhibits are arranged by country.

NMC/NPG-080
Museum Assistance Programmes
Description: Information on the provision of financial and technical assistance to museums, art galleries and other non-profit institutions across Canada wishing to participate in the accomplishment of the National Museum's policy's dual objectives of increased accessibility to, and enhanced preservation of, Canada's cultural heritage; also the information and co-ordination mechanisms required to ensure the effective use of the financial assistance available. *Topics:* Associate Museum Programme; National Exhibition Centre Programme; Exhibitions Assistance Programme; Registration Assistance Programme; Upgrading and Equipment Assistance Programme; Special Activities Assistance Programme; Training Assistance Programme; Conservation Assistance Programme.

NMC/NGA-085
Operations
Description: Information on the general operations of the National Gallery of Canada. *Topics:* Assessments for the Museums Assistance programme (formerly consultative committee); special events; postage stamps; movement of works of art.

NMC/NGA-090
Exhibitions, Expositions and Fairs
Description: Information on permanent, travelling and special exhibitions, policy, exhibit planning and proposed exhibitions. *Topics:* Schedules of exhibition programmes; extension services; proposed exhibitions; publicity and advertising; invitations; special exhibitions — Matisse, Jordaens, Poussins, Puvis de Chavannes and Van Wittel.

NMC/NGA-095
Acquisitions of Collections
Description: Information on the policy for the acquisition of works of art through purchases, gifts and donations. *Topics:* Gifts proposed, approved and rejected; purchases — paintings, photographs, prints and drawings, sculptures; insurance; major acquisitions — W. Croscup Room, Bernini, Lotto, RCA Diploma Works, Brangwyn

Mural, Borduas Collection, Birks Collection, Crane Collection, Heeramaneck collection.

NMC/NGA-100
Restoration and Conservation Laboratory
Description: Information on the conservation of works of art. *Topics:* Policy; damages to paintings and sculptures.

NMC/NGA-105
Publications
Description: Information on various aspects of publications activities at the National Gallery of Canada. *Topics:* Policy; permanent catalogue project; copyright and reproduction rights; bilingualism in publications; bulletins; journals; Canadian Artists series.

NMC/NGA-110
Photographic Services
Description: Information on the gallery's photographic services; registration; education services; education policy; audio-visual. *Topics:* Technical photography; acquisitions; procedures; colour transparencies.

NMC/NGA-115
Loans
Description: Information on incoming and outgoing loans for exhibitions, government residences, ministers' offices. *Topics:* Policy; loans approved and rejected to museums and galleries around the world; loans to government; restricted loans list.

NMC/NGB-120
Research
Description: Research files on exhibitions the curator has organized. *Topics:* W.W. Alexander; J.E.H. MacDonald; Ontario Society of Artists; Art Museum of Toronto; Canadian Art Club; artists files; art societies; art institutions; art exhibitions; collectors' files. *Retrievability:* These files are located in the office of the Curator of Historic Canadian Art.

NMC/NGB-125
Exhibitions
Description: Information on Ottawa exhibitions, correspondence with lenders and inter-office correspondence dealing with the planning of exhibitions and catalogues. *Topics:* The Young van Dyck Exhibition (1980); Bolognese Drawings Exhibition (1981); Meissen Exhibition; Hiroshima, Drawings by Survivors; Ladders to Heaven; Costakis Exhibition; Esthetiques modernes au Québec; F.H. Varley; Canadian Painting in the Thirties; To Found a National Gallery: The Royal Canadian Academy of Arts 1880-1913. *Retrievability:* These files are located in the European Art and Historic Canadian Art divisions.

NMC/NGB-130
Acquisitions
Description: Information on acquisitions of historic Canadian art, and files on dealers and artists. *Topics:* Preliminary correspondence with artists, collectors and dealers on the acquisition of historic Canadian art by gift and purchase; dealers and artists — David Bolduc, artist, Tony Brown, artist, Jeff Wall, artist. *Retrievability:* The files are located in the Contemporary Art and Historic Canadian Art divisions.

NMC/NGB-135
Loans
Description: Information on incoming and outgoing loans for exhibitions, government residences, ministers' offices, *Topics:* Exhibitions — A.Y. Jackson, A.H. Robinson, David Bolduc, Ivan Eyre; loans — Rideau Hall, Prime Minister's residence, ministers' offices (files are located in the Contemporary and Canadian Historic Art divisions); restricted loan list; loans — Canadian works, non-Canadian, European, prints and drawings; list of loans — long-term, government; short-term loans — transportation schedule; monthly report on loans (these files are located in the Registrar's office).

NMC/NGC-140
Exhibitions
Description: Information on permanent, temporary, special, international and travelling exhibitions between 1959 and the present. *Topics:* Offers and suggestions for exhibitions; exhibitions in Canada; in foreign countries; National Gallery involvement in exhibitions organized by other organizations.

NMC/NGC-145
Acquisitions of Collections
Description: Information on the acquisition of works of art by purchase, gift and donations; reproductions; offers of works of art that have been accepted and rejected. *Topics:* Correspondence on dealers, donors, collectors and artists; paintings; prints and drawings; sculpture; conservation; requests for information; works of art held by the private sector, other museums and university collections. *Special Access Note:* Files held in the Archives under the Curatorial division are categorized as being acquired prior to 1958, and between 1959 and the present.

NMC/NGC-150
Research
Description: Individual research dossiers for art objects in the collections of the National Gallery (excluding works on paper, prints and drawings and photographs). *Topics:* Canadian paintings, sculpture, decorative arts; Royal Canadian Academy Diploma works; non-Canadian paintings, sculpture, decorative arts; Asian art; and videotapes and films. *Retrievability:* Files are arranged by name of artist. *Special Access Note:* Limited access to the public due to the confidentiality of negotiations, prices, and information on other works in private hands.

NMC/NGC-155
Publications
Description: Information on National Gallery publications for exhibitions and collections during the years before 1958 and between 1959 and the present. *Topics:* Catalogues for National Gallery collections; exhibition catalogues; acquisitions of books and other publications; submissions to outside publications; publications of the National Gallery.

NMC/NGC-160
Loans
Description: Information on loans of National Gallery works of art to government departments and museums, universities and institutions in Canada and abroad; also incoming and outgoing loans on a short or long-term basis and loans from public and private collections. *Topics:* General correspondence and policy; Canadian loans — approved and rejected; non-Canadian loans — approved and rejected; incoming loans; government departments; international and domestic, by province; war art; for exhibitions — domestic and international.

NMC/NGD-165
Exhibitions
Description: Information on permanent, travelling and special exhibitions. *Topics:* Policy; planning; schedules of exhibition programs; extension services; proposed exhibitions refused; publicity and advertising; invitations to openings; National Gallery of Canada exhibitions — Eugene Atget; David Heath; photographs from the collection.

NMC/NGD-170
Research
Description: Information on the various processes used in photographic reproduction. *Topics:* Computer image processing; le daguérréotype a Québec; slide production; photography recipe.

NMC/NGD-175
Acquisitions of Collections
Description: Acquisition of works of art through purchase, gifts and donations. *Topics:* Policy; individual file for each donor; purchases.

NMC/NGD-180
Publications
Description: Information on various aspects of publication activities at the National Gallery of Canada. *Topics:* Policy; permanent catalogue project; copyright and reproduction rights; bulletins; journals.

NMC/NGD-185
Loans
Description: Information on incoming and outgoing loans for exhibition. *Topics:* Policy; loans approved and rejected to museums and galleries around the world; loans to government; restricted loans list.

NMC/NGD-190
Artists' Files
Description: Information on artists — biographies, exhibitions and places where they have exhibited their works; correspondence. *Topics:* William Henry Fox Talbot; J.J.E. Mayall; Hugh W. Diamond; Henry Pollock.

NMC/NGD-195
Conservation
Description: Information on the conservation of works of art. *Topics:* Policy; requests for restoration services; cursory inspection; damage to photographs.

NMC/NGE-200
Operations
Description: Daily correspondence from Prints and Drawings division. *Topics:* Requests for information; curatorial files.

NMC/NGE-205
Exhibitions
Description: Information on temporary, in-house and travelling exhibitions of prints and drawings. *Topics:* In-house, collection-generated exhibitions — Picasso, Vollard Suite; in-house, outside-generated exhibitions — Bolognese Drawings in North American Collections, 1600-1800; travelling, collection-generated exhibitions — British Masters: 18th and 19th Century English watercolours and drawings from the collection of the National Gallery of Canada; travelling, outside-generated exhibitions — La Pierre Parle.

NMC/NGE-210
Acquisitions
Description: Information on the acquisition of prints and drawings through purchases and gifts. *Topics:* Dealers; offers for purchase, gifts; annual acquisition meetings.

NMC/NGE-215
Conservation
Description: Information on the conservation of works of art on paper. *Topics:* Policy and procedure; public requests for conservation; in-house conservation (matting, framing, conservation orders).

NMC/NGE-220
Publications
Description: Information on National Gallery of Canada publications. *Topics:* National Gallery — files on catalogues of permanent collection of prints and drawings and special exhibitions (see under Exhibitions, NMC/NGE-205); outside — files on scholarly articles for outside publications.

NMC/NGE-225
Loans
Description: Information on incoming and outgoing, individual and group loans for exhibitions. *Topics:* Loans to other institutions in Canada and abroad; gallery loans from other institutions in Canada and abroad; inter-gallery loans.

NMC/NGF-230
Operations
Description: Information on the general operations of the laboratory. *Topics:* Chemicals; lining techniques; technical studies; insurance; safety; steps used in the preparation of opaque cross-section.

NMC/NGF-235
Exhibitions
Description: Information on aspects of exhibiting; includes files on various exhibitions held. *Topics:* Lighting for exhibitions in galleries; exhibitions — Progress in Conservation, Fontainbleau, Pellan, Tanenbaum, El Greco.

NMC/NGF-240
Acquisitions and Collections
Description: Examination reports for new acquisitions; also specific files on gifts. *Topics:* Examination reports — Canadian School, European School; Rideau Convent Chapel; Croscup Room; gifts and donations; Heeramaneck Collection; Madame Claude Bertrand.

NMC/NGF-245
Conservation
Description: Information on the conservation and preservation of artifacts, including prevention of deterioration through care and maintenance, suitable physical environment for storage and correct handling and packaging procedures for transportation. *Topics:* Conservation of works of art — National Gallery collection; examinations, inspections, restorations, analysis of pigments, varnish and lacquer; damages to paintings and works of art on loan to Government House; architectural conservation; L'Assemblée nationale du Québec; conservation procedures for sculptures, including the Canadian Phalanx; Guggenheim Museum and Auguste Rodin; paper — deacidification, thermo paper, aging; safety of prints and drawings.

NMC/NGF-250
Paintings and Artists
Description: Information on various artists and paintings. *Topics:* Correspondence; Baldung; Bellotto; Rembrandt; Krieghoff — White Horse Inn by Moonlight; Borduas; Cosgrove.

NMC/NGF-255
Restorers
Description: Notes on restorers; Mrs. Awana Paul.

NMC/NGF-260
Books and Publications
Description: General information on books and publications. *Topics:* Bulletin No. 9; Restoration and Conservation Laboratory Journal.

NMC/NGF-265
Loans
Description: Information on various aspects of loans. *Topics:* Policy; loans to government offices — Prime Minister's residence, universities, Canadian museums, American museums; inward loans procedure; restricted loans list; restoration of paintings on loan.

NMC/NGF-270
Research
Description: Information on aspects of research and researchers. *Topics:* Mrs. M. Kahr; Rembrandt; John Nieuostraten — The Hague; research on artists.

NMC/NGG-275
Exhibitions
Description: Information on permanent, travelling and special exhibitions, exhibit planning and proposed exhibitions. *Topics:* Charles R. Forrest; Fantin-Latour; Bolognese Drawings; Animals in Bronze; F.H. Varley Retrospective. *Retrievability:* Files are located in the public relations, education services, exhibitions department and assistant director, public programmes offices.

NMC/NGG-280
Publications
Description: Planning and editorial information on publishing National Gallery catalogues and journals. *Topics:* Annual bulletins; Bolognese Drawings; Comfortable Arts; F.H. Varley Retrospective; Greg Curnoe. *Retrievability:* Files are located in the offices of the assistant director, public programmes, and the publications division.

NMC/NGH-285
Operations
Description: Information on the general operations at the National Gallery. *Topics:* Policy; prints and drawings; movement of works of art; corporate sponsorship; curatorial operations.

NMC/NGH-290
Acquisitions
Description: Information on the acquisition of works of art through purchases, gifts and donations. *Topics:* Policy; Croscup Room; Treasury Board of Canada submissions; insurance; damage to paintings.

NMC/NGH-295
Exhibitions
Description: Information on permanent, travelling and special exhibitions. *Topics:* Policy; architectural concepts; Ottawa exhibitions; Tanenbaum Exhibitions; Japanese-Canadian exhibitions.

NMC/NGH-300
Publications
Description: Information on various aspects of publication activities at the National Gallery. *Topics:* Policy; bilingual publishing policy; catalogues — exhibitions, photography, printing and typesetting, purchases and sales; discounts; price evaluation; appropriations; distribution lists.

NMC/NGH-305
Loans
Description: Information on incoming and outgoing loans for exhibitions. *Topics:* Policy; approval.

NMC/NSA-310
Acquisitions and Collections
Description: Information on acquisitions through purchases, gifts, donations and exchanges; also on the specific collection of artifacts. *Topics:* Policy and general correspondence; Decoys — W.D. Paul; Reynolds Oligochaete Collection; Duesberry Collection — Duck Decoys; T.H. Manning Collection; Florida Fish — molluscs; Wood Bison.

NMC/NSA-315
Exhibitions
Description: Information on permanent in-house exhibits, as well as travelling, special and temporary and international exhibitions; includes exhibit planning, proposed exhibitions and specific information on each. *Topics:* General correspondence; plant life; animal life; birds of Canada; mammals in Canada; Treasure of Tutankhamen; International Arctic Oasis; Old Fourlegs; Gemstones Exhibit; Whales — Fragile Giants of the Sea; Minerals and Gemstones; Food from the Sea; Teddy Bear Exhibit; R.E. Phinney Exhibit.

NMC/NSA-320
Loans
Description: Information on incoming and outgoing loans for exhibitions, education and extension. *Topics:* General information; school loans programme.

NMC/NSA-325
Public Programmes and Publications
Description: Information on books and publications generated by scientific research, by scientists and others; excursions and tours. *Topics:* Publications policy and general correspondence; scientific publications; book reviews; Flora of Canada; Handbook on Canadian Mammals; Syllogeus Publications; Natural History Notebook series; Birds of Canada; A Vanished World — Dinosaurs of Western Canada; school tours of exhibits in the Victoria Memorial Museum; whale watching tours; Dinobus tours.

NMC/NSB-330
Exhibitions
Description: Information on permanent in-house, travelling, special, temporary and international exhibitions. *Topics:* Policy; exhibit planning; proposed exhibitions; general correspondence.

NMC/NSB-335
Publications
Description: Information on brochures and other publications by museum staff. *Topics:* Biome; brochures; catalogues; neotoma.

NMC/NSB-340
Loans
Description: Information on loans of artifacts to museums across Canada for exhibition. *Topics:* Policy; incoming and outgoing loans of artifacts — for exhibitions and for school education purposes.

NMC/NSC-345
Acquisitions and Collections
Description: Information on the acquisition of artifacts by purchase, gift, donation, exchange or transfer. *Topics:* Policy; general correspondence; gifts and donations; exchanges and transfers; dealers for artifacts; national mineral collection; gemstones; rock collection; other collections.

NMC/NSC-350
Exhibitions
Description: Information on permanent in-house exhibits, as well as travelling, temporary and special exhibitions. *Topics:* Policy; exhibit planning and conservation; artifacts for Earth Hall at the Victoria Memorial Museum (VMM); travelling — Minerals, Metals and Man, museumobiles, artifacts for various displays at mineral shows; special and temporary — birthstones exhibit, VMM lobby exhibits of gems, International Museums Day.

NMC/NSC-355
Loans
Description: Information on loans of outgoing specimens and the director's approval for these transactions. *Topics:* Policy and general correspondence; loan approvals; loans of photographs and slides; identifications of specimens for the general public.

NMC/NSC-360
Publications
Description: Information on manuscripts published in various journals. *Topics:* Publication policy; general correspondence.

NMC/NSC-365
Conservation
Description: General correspondence on conservation methods and related subjects. *Topics:* Policy and general correspondence; specific files by collection or specimen.

NMC/NSD-370
Acquisitions and Collections
Description: Information on the acquisition of collections and artifacts by purchase, gift, donation and exchanges. *Topics:* Policy and general correspondence; tax receipt information for gifts and donations; identifications; specific collections and artifacts by collector's name or name of the artifact; voucher specimens.

NMC/NSD-375
Publications
Description: Publications and books on research by various scientists and curators within the division. *Topics:* Policy and general correspondence; Syllogeus; book reviews; Freshwater Molluscs; Natural History Notebook series; Publications in Natural Sciences.

NMC/NSD-380
Loans
Description: Information on incoming and outgoing loans of artifacts and specimens to other museums, individuals and educational institutions. *Topics:* Policy and general correspondence; loan forms for specific specimens and artifacts; collection and procedures; voucher specimens.

NMC/NSD-385
Research
Description: Information on research in invertebrate zoology. *Topics:* General correspondence; research and curatorial needs and priorities; northern research questionnaire; museum data bank research reports; taxonomic research in invertebrates; station lists; archives.

NMC/NSD-390
Conservation
Description: Information on the conservation and preservation of specimens through care and maintenance, the provision of a suitable physical environment for storage, and correct handling and packaging procedures for their transportation. *Topics:* Policy and general correspondence; information for invertebrate specimens, both wet and dry.

NMC/NSE-395
Acquisition of Collections
Description: Information on the acquisition of collections through gifts, donations, procurements, purchases and exchanges. *Topics:* Policy; gifts and donations; procurement and purchases; exchanges. *Retrievability:* Files are arranged by section (herpetology, ichthyology, mammalogy, ornithology, and ethology).

NMC/NSE-400
Exhibitions
Description: Information on permanent, travelling, special and international exhibitions. *Topics:* Mammal Hall; Bird Hall; Animal Life Hall; Arctic Oasis; International Museums Day.

NMC/NSE-405
Loans
Description: Information on loans of incoming and outgoing specimens. *Topics:* Policy; loans to be returned; loan approvals (by the director). *Retrievability:* Files are arranged by section (herpetology, ichthyology, mammalogy, ornithology, and ethology). Loans within the vertebrate ethology section refer to slides and photographs.

NMC/NSE-410
Research
Description: Information on various research publications, manuscripts and book reviews. *Topics:* Policy; nature handbook; natural history notebook; individual listing of research publications, manuscripts, referees, book reviews and reprints by author(s).

NMC/NSF-415
Exhibitions
Description: Information on permanent, travelling, special, temporary and international exhibits. *Topics:* General correspondence; permanent — Life Through the Ages; special and temporary — International Museums Day, the Giant Beaver, Fossil Walruses, Fossil Screwpines (Pandanus); travelling — a Dinosaur, A Vanished World; museumobiles.

NMC/NSF-420
Acquisition of Collections
Description: Information on the acquisition of collections through purchases, gifts, donations and exchanges. *Topics:* Policy and general correspondence; Sternberg Library, Grayson Library (gifts and donations); Ely Kish paintings (originals); S. Swibold photographs (originals); B. Baker drawings of dinosaurs (originals); field notebooks, maps, photographs, drawings; dinosaur specimens; pollen and spores; Devonian fish specimens; Tertiary and Quaternary mammal specimens; Arnold Arboretum (Boston, Mass.), exchanges — Cornell University (Ithaca, N.Y.), Ellesmere Island Project, Kew Gardens Project; Missouri Botanical Garden. *Retrievability:* Files are arranged by section (paleoherpetology, quarternary zoology, palynology-paleobotany and paleomycology).

NMC/NSF-425
Conservation
Description: Information on the preservation and preparation of specimens. *Topics:* Policy and general correspondence; fossils — by section (paleoherpetology, quaternary zoology, palynology-paleobotany, paleomycology, Devonian fish and tertiary mammals).

NMC/NSF-430
Research
Description: Scientific research files. *Topics:* vertebrates; fossil fungi; fossil plants, pollen and spores; conservation; general correspondence.

NMC/NSF-435
Publications
Description: Publications generated through scientific research. *Topics:* K-TEC Cretaceous-Tertiary Extinctions and Possible Terrestrial and Extraterrestrial Causes; K-TEC II Cretaceous-Tertiary Extinctions and Possible Terrestrial and Extraterrestrial Causes (paleoherpetology); The Whole Fungus (paleomycology and mycology); The Pollen and Spore Reference Collection (palynology); Palynology of Dinosaur Provincial Park (campanian) Alberta; Catalogue of the Pollen and Spore Exchange Collection, NMNS (palynology); Climatic Change in Canada, Numbers 1-5 (related to quaternary); Quaternary Vertebrate Faunas of Canada and Alaska and their Suggested Chronological Sequence.

NMC/NSF-440
Loans
Description: Information on incoming and outgoing short-term and long-term loans of specimens. *Topics:* Specimens for exhibit in museumobiles; Canadian museums and galleries; international loans; Prime Minister's office; federal government offices. *Retrievability:* Files are arranged by name of individual.

NMC/NSG-445
Exhibitions
Description: General information on exhibitions and displays, such as the Hall of Plant Life.

NMC/NSG-450
Acquisition of Collections
Description: Information on the acquisition of collections. *Topics:* Exchanges, donations, gifts; herbarium equipment and supplies; identification requests; annotation of specimens; determination and

index; techniques; types; microfilms; fumigation; transaction summaries.

NMC/NSG-455
Research
Description: The research files of each curator in the division — Dr. Brodo and Mr. Wong: lichens; Dr. Poulin: algae; Dr. Ireland: bryophytes; Drs. Argus, Aiken, Haber: vascular plants; Albert Dugal: lists of French, English and Latin names of plants. *Topics:* Dr. Aiken — taxonomy of grasses, aquatic plants, use of computers for key generation; Dr. Argus — taxonomy of Salix, rare and endangered plants of Canada; Dr. Haber — systematics of Pyrola; Dr. Ireland — some common bryophytes of Eastern Canada, moss flora of the maritime provinces, moss flora of arctic North America, endemic mosses of North America, Dicranaceae of Mexico; Dr. Brodo — taxonomy of Lecanora and other general lichens of eastern Canada, lichens of British Columbia, especially of the Queen Charlotte Islands; Mr. Wong — lichens of southern Ontario.

NMC/NSG-460
Publications
Description: Research publications in botany (vascular plants, bryology, lichenology, phycology).

NMC/NSG-465
Loans
Description: Information on loans to other groups, institutions and universities. *Topics:* Loans in; loans out; vascular plants; bryology; lichenology, phycology.

NMC/MMA-470
Exhibitions
Description: Information on permanent, travelling and special exhibitions. *Topics:* Policy; permanent exhibitions; openings; credits; planning and scheduling; international, travelling, special and temporary exhibitions; proposed exhibitions.

NMC/MMA-475
Collections and Acquisitions
Description: Information on artifacts and their acquisition through purchases, gifts, donations and exchanges. *Topics:* Policy; prints and drawings; collections.

NMC/MMA-480
Conservation
Description: Information on the conservation of artifacts and collections of artifacts to ensure their preservation for future use and research. *Topics:* Crozier collection; Peruvian collection; Inuit prints.

NMC/MMA-485
Research
Description: Research information on artifact collections. *Topics:* Log cabin — arsenic report; Ginsberg report; rock art — petroglyphs; environment and deterioration.

NMC/MMA-490
Publications
Description: Information on research publications, manuscripts and book reviews. *Topics:* Policy; Tenth Anniversary Book; Guidebook — Victoria Memorial Museum; bilingualism in publications; Oracles; book reviews; National Museum of Man — National Museum of Natural Sciences brochure; National Museums of Canada tourist brochure.

NMC/MMA-495
Loans
Description: Information on incoming and outgoing loans for exhibitions, government residences and buildings. *Topics:* Policy; school loans programme; Pearson Building; Prime Minister's residence; insurance; fine art in leased buildings.

NMC/MMB-500
Exhibitions
Description: Information on permanent, travelling and special exhibitions. *Topics:* Policy; exhibit planning; proposed exhibitions; travelling exhibitions; Ethnology Hall; Canada before Cartier — Ontario prehistory; Discovery Train; Inuit Community exhibits; foyer cases; International Museums Day; EXPO '86.

NMC/MMB-505
Collections and Acquisitions
Description: Information on artifacts and the policy for their acquisition through purchases, gifts, donations and exchanges. *Topics:* Policy, acquisitions and information on artifacts; casts and replicas; totem and house posts; rock art; petroglyphs; PWNHC repository.

NMC/MMB-510
Conservation
Description: Information on the conservation of artifacts to ensure their preservation for future use and research. *Topics:* Policy; storage.

NMC/MMB-515
Research
Description: Research on archaeology and artifacts for the benefit of government and the general public. *Topics:* Policy; research proposals; foreign research; reports of completed research projects; Northern Oil and Gas Action Plan; underwater archaeology.

NMC/MMB-520
Publications
Description: Research publications and manuscripts; also book reviews and theses. *Topics:* Mercury series; Oracles; Canada's Visual History; gallery guides; popular series; video and film production; Edukits.

NMC/MMB-525
Loans
Description: Information on incoming and outgoing loans for exhibitions. *Topics:* Policy; recovery of loans and collections (by name).

NMC/MMC-530
Exhibitions
Description: Information on permanent, temporary, travelling and special exhibitions. *Topics:* Policy; exhibit planning and proposed exhibitions; Outdoor Museum; Orientation Hall; procedures for implementation; musical instruments.

NMC/MMC-535
Collections and Acquisitions
Description: Information on artifacts and their acquisition through purchases, gifts, donations and exchanges. *Topics:* Policy; purchase of artifacts by year; offer to museum to purchase; musical instruments; enquiries about artifacts; inventories.

NMC/MMC-540
Conservation
Description: Information on the conservation of artifacts to ensure their preservation for future use and research. *Topics:* Policy; research on the deterioration of artifacts due to poor environmental condition of buildings.

NMC/MMC-545
Research
Description: Information on research on artifacts for the benefit of government and the general public. *Topics:* Policy; research plans and

programmes; field notes; culinary anthropology; archives; ethnomusicology; visual anthropology.

NMC/MMC-550

Publications

Description: Research publications, manuscripts and book reviews and theses. *Topics:* Policy; inventories; fact sheets; Canadian Studies reports; Canada's Visual History; Music for Many a Year; Mercury series; Oracle series; Popular series.

NMC/MMC-555

Loans

Description: Information on incoming and outgoing loans for exhibitions, government residences and buildings. *Topics:* Policy; loans to other museums, divisions, and displays. loans from other museum divisions; loans from other museums, galleries or individuals.

NMC/MMD-560

Exhibitions

Description: Information on permanent, special and travelling exhibitions. *Topics:* Policy; planning and openings; texts; security; permanent galleries; proposed exhibitions; five history presentations.

NMC/MMD-565

Collections and Acquisitions

Description: Information on artifacts and their acquisition through purchases, gifts and donations and exchanges. *Topics:* Policy; acquisitions — Army, Navy, Air Force, miscellaneous (tattoo); war art, Cafcap; exchanges of artifacts.

NMC/MMD-570

Conservation

Description: Information on the conservation of artifacts to ensure their preservation for future use and research. *Topics:* Policy; research on the deterioration of artifacts due to poor environmental conditions; research into the best methods of conservation.

NMC/MMD-575

Research

Description: Research on artifacts for the benefit of government and the general public; also historical research for the preparation of storylines. *Topics:* Policy; material research.

NMC/MMD-580

Publications

Description: Information on various publications, manuscripts, catalogues. *Topics:* Historical series; Mercury series; Canada's Visual History; exhibition catalogues.

NMC/MMD-585

Loans

Description: Information on incoming and outgoing loans for exhibitions, Armed Forces messes, government buildings, schools, theatrical groups, publishers, other museums, as well as other educational institutions. *Topics:* Policy; loans in progress, final, rejections; war art.

NMC/MME-590

Exhibitions

Description: Information on permanent, travelling and special exhibitions. *Topics:* Policy; exhibit planning; special exhibition halls during the renovation of the Victoria Memorial Museum building; proposed exhibitions; travelling exhibitions; mobile exhibits; Discovery Train.

NMC/MME-595

Collections and Acquisitions

Description: Information on artifacts and their acquisition through purchases, gifts, donations and exchanges. *Topics:* Policy; boundaries of acquisition between the Museum of Man and the Museum of Science and Technology; exchanges of artifacts for exhibitions; rejections of purchases; gifts and donations.

NMC/MME-600

Conservation

Description: Information on the conservation of artifacts to ensure their preservation for future use and research. *Topics:* Policy; internships for training; research on deterioration of artifacts due to the poor environmental condition of buildings.

NMC/MME-605

Research

Description: Research on artifacts for the benefit of government and the general public. *Topics:* Policy; research proposals; reports of completed research projects.

NMC/MME-610

Publications

Description: Research publications, manuscripts, book reviews and theses. *Topics:* Mercury series; Oracles; Urban Biography series; Canada's Visual History; Urban History Review.

NMC/MME-615

Loans

Description: Information on incoming and outgoing loans for exhibitions, government residences and buildings. *Topics:* Policy; loans in progress, final and rejected; Prime Minister's residence; Parliament Buildings, East Block; Pearson Building and other government buildings.

NMC/MMF-620

Exhibitions

Description: Information on permanent, travelling and special exhibitions. *Topics:* Policy; exhibit planning; proposed exhibitions; permanent exhibitions at the Victoria Memorial Museum; Orientation Hall; temporary exhibitions; invitations to openings; requests and enquiries.

NMC/MMF-625

Collections and Acquisitions

Description: Information on artifacts and their acquisition through purchases, gifts, donations and exchanges. *Topics:* Policy; Potlatch Collection; donations to collections; collections for sale; Cowan Collection and the C.C.I.; documentation of the Canadian Ethnology Service collections.

NMC/MMF-630

Conservation

Description: Information on the conservation of artifacts to ensure their preservation for future use and research. *Topics:* Policy; research on deterioration of artifacts due to poor environmental conditions of buildings.

NMC/MMF-635

Research

Description: Research on artifacts for the benefit of government and the general public. *Topics:* Policy; unsolicited proposals; Canadian Register of research and researchers in the social sciences; staff research programme — five year projection.

NMC/MMF-640

Publications

Description: Research publications and manuscripts; also book reviews and theses. *Topics:* Permission to publish; Mercury series; Oracle series; Popular series; Activity series; Indian Art; Canadian Studies report; Canada's Visual History; Odyssey series; Facsimile series; Jenness Tribal series.

NMC/MMF-645
Loans
Description: Information on incoming and outgoing loans for exhibitions. *Topics:* Requests for loans; lists of forthcoming loans; approvals or rejections; loan to Cape Mudge — rattles.

NMC/MMG-650
Exhibitions
Description: Information on permanent, travelling, special and temporary exhibitions. *Topics:* Policy; exhibit planning; insurance; publicity; films, texts, labels; Brockville documents; proposed exhibitions.

NMC/MMG-655
Collections and Acquisitions
Description: Information on artifacts and their acquisition through purchases, gifts, donations and exchanges. *Topics:* Policy; cookbooks; the Curatorial Package.

NMC/MMG-660
Conservation
Description: Information on the conservation of artifacts to ensure their preservation for future use and research. *Topics:* Research policy.

NMC/MMG-665
Research
Description: Research on artifacts for the benefit of government and the general public. *Topics:* Research policy.

NMC/MMG-670
Publications
Description: Research publications and manuscripts; also book reviews and theses. *Topics:* Policy; Canadian War Museum publications; Activity series; Mercury series; copyright policy; Odyssey series; Pitseloak publications; scientific publications; guide books; brochures; Vis-a-vis; popular publications; Canadian Studies report; the Victoria Memorial Museum Building Map; Colouring Book; Teacher's Guide; Who We Are, What We Do; Oracles; Visual History; Across Canada.

NMC/MMG-675
Loans
Description: Information on incoming and outgoing loans for exhibitions, government residences and buildings. *Topics:* Policy; condition reports; insurance; loans.

NMC/MST-680
Exhibitions
Description: Information on permanent in-house, travelling, special and international exhibitions. *Topics:* Policy; exhibit planning; proposed exhibitions; agriculture; aviation and space; industrial technology.

NMC/MST-685
Acquisitions of Collections
Description: Information on each individual artifact and its acquisition by purchase, gift, donation and exchanges. *Topics:* Policy; correspondence; agriculture; astronomy; Aeronautical Collection; aviation and space; communications; fire engineering; ground transportation; industrial technology; marine technology; forestry technology; photographic technology.

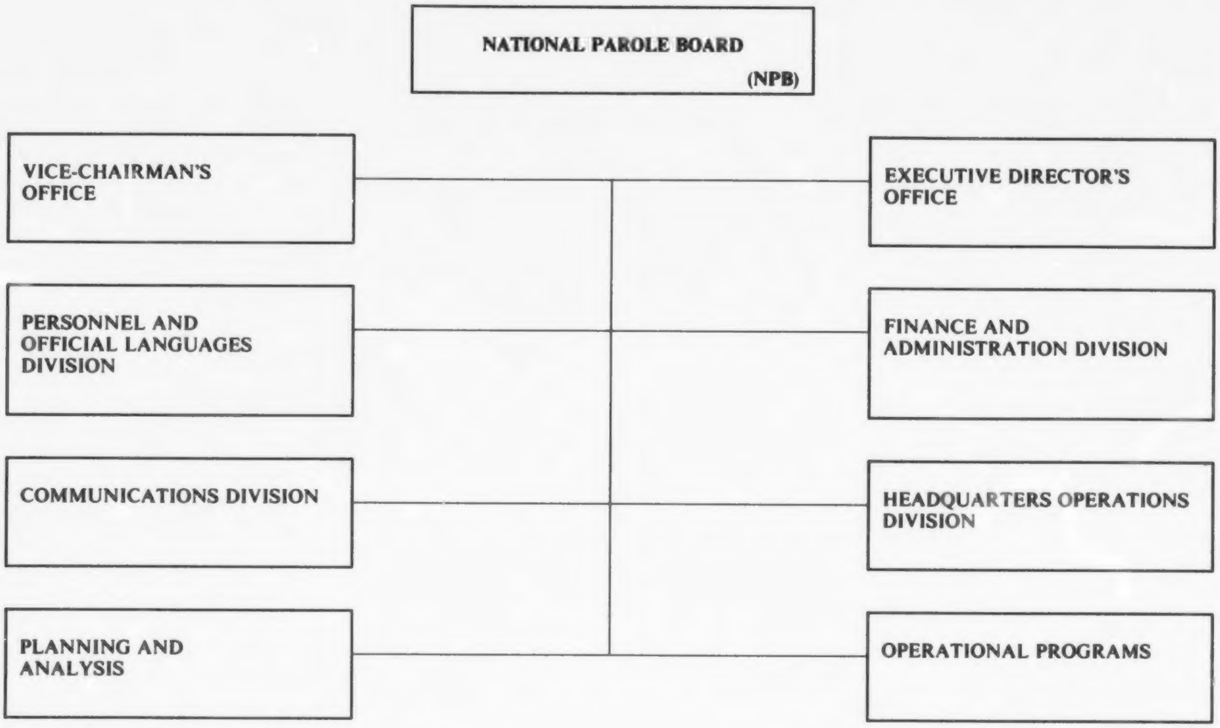
NMC/MST-690
Conservation
Description: Information on the conservation and preservation of artifacts, prevention of their deterioration through care and maintenance, provision of a suitable physical environment for storage, and control of correct handling and packaging procedures for their transportation. *Topics:* Agriculture; aviation and space; ground transportation; industrial technology; marine technology.

NMC/MST-695
Loans
Description: Information on incoming and outgoing loans for exhibitions; also loans to government offices, the Prime Minister's residence and for special events. *Topics:* Agriculture; aviation and space; communications; fire engineering; ground transportation; industrial technology; marine technology.

NATIONAL PAROLE BOARD

Chapter 68

NATIONAL PAROLE BOARD


NATIONAL PAROLE BOARD
(NPB)
VICE-CHAIRMAN'S OFFICE
EXECUTIVE DIRECTOR'S OFFICE
PERSONNEL AND OFFICIAL LANGUAGES DIVISION
FINANCE AND ADMINISTRATION DIVISION
COMMUNICATIONS DIVISION
HEADQUARTERS OPERATIONS DIVISION
PLANNING AND ANALYSIS
OPERATIONAL PROGRAMS

CLASSES OF RECORDS

005 Operations — General
010 Clemency — General
015 Clemency — Criminal Records Act
020 Clemency — Royal Prerogative of Mercy
025 Parole — General
030 Parole — Eligibility
035 Parole — Release and Release Programs
040 Parole — Reviews
045 Parole Supervision — Violations

ACCESS TO INFORMATION AND
PRIVACY CO-ORDINATOR
NATIONAL PAROLE BOARD
340 LAURIER AVENUE WEST
OTTAWA, ONTARIO
K1A 0R1

NATIONAL PAROLE BOARD

Background

The National Parole Board is one part of the Canadian criminal justice system. This system, whose aim is to reduce criminal activity and to minimize its repercussions in society, is made up of several closely interrelated components including the body of criminal law, the judiciary and legal profession, the law enforcement agencies and the correctional services. Jurisdiction over these components is shared by all levels of government.

At the federal level, the National Parole Board is a component of the Ministry of the Solicitor General which also encompasses the Royal Canadian Mounted Police and the Correctional Service of Canada.

Laws and Regulations

- Parole Act and Regulations
- Criminal Records Act
- Penitentiary Act
- Prisons and Reformatories Act
- Criminal Code

Overall Responsibilities

In accordance with the provisions of the *Parole Act* and other relevant statutes, the Board grants, denies and controls the conditional release of inmates from federal institutions and, with the exception of the granting of temporary absences, from provincial institutions in provinces without a provincial parole board (the provinces of Québec, Ontario and British Columbia have their own provincial parole boards).

The Board also makes recommendations to the Solicitor General of Canada for the exercise of the Royal Prerogative of Mercy and for the granting and revocation of pardons under the *Criminal Records Act*.

Its responsibility for the development of policy derives from Section 25 of the Regulations, which requires the executive committee, in consultation with the Board, to develop and promulgate policies and procedures to be followed by the Board in carrying out its duties and functions.

Glossary of Key Terms

- **Temporary absence** is an occasional release from the institution for humanitarian or medical reasons.
- **Day parole** is a limited form of conditional release designed to help prepare for full parole or mandatory supervision.
- **Full parole** allows an individual to complete his or her sentence in the community provided he or she satisfies a number of conditions, including regular reporting to the parole officer and the police.
- **Mandatory supervision** is a legal right of inmates to serve a prescribed remaining portion of their sentences in the community providing they abide by conditions imposed by the National Parole Board. Should they violate conditions, they are returned to the institution.

Organization

The National Parole Board has its headquarters in Ottawa. There are five regional offices: Moncton, Montréal, Kingston, Saskatoon and Burnaby.

The Board consists of 26 full-time members appointed for a period of up to ten years by the Governor-in-Council upon the recommendation of the Solicitor General. Several temporary members are also appointed in each region to assist the Board in its duties. In addition, representatives in each region (community board members) are designated to act as regular board members when release is being considered for inmates serving sentences of imprisonment for life, or for an indeterminate period.

Board members are positioned in six divisions: the headquarters division and the five regional divisions. The role of the headquarters division differs somewhat from that of regional divisions in that its members review, through an appeal process, certain negative decisions of the Board in which they did not participate. They also make recommendations on clemency and the Royal Prerogative of Mercy to the Solicitor General for submission to the Governor-in-Council.

The Chairman is the chief executive officer who is responsible for all National Parole Board matters. Under his or her direction, a vice-chairman and an executive officer supervise National Parole Board operations and administrative support activities respectively.

Major Publications

- The National Parole Board (1981) — a brief overview of the structure and operation of the National Parole Board, including the requirements to be met for parole eligibility and the Board's role in the supervision of parolees. A schedule of eligibility for release is also included.
- Pardon under the *Criminal Records Act* (1981) — this booklet contains all the relevant information for an individual seeking pardon for a criminal offence. It answers 33 basic questions on the philosophy and mechanism of pardon. The booklet also reproduces the *Criminal Records Act* and contains an application form and a fingerprint kit.
- A History of Parole in Canada
- Inmates' Rights
- What is Parole
- Gating
- Community Board Members
- Release Conditions and Supervision
- Lifers
- Habitual Criminals
- The National Parole Board — a Numerical Overview
- Questions and Answers for Inmates in Provincial and Territorial Institutions
- A National Parole Board Handbook for Judges and Crown Attorneys
- Conditional Release: A Handbook For the Ontario Parole Officer
- A Question of Readiness
- Guide to Conditional Release

Publications can be obtained by writing to

Director of Communications
National Parole Board
340 Laurier Avenue West
Ottawa, Ontario
K1A 0R1

or the National Parole Board regional office nearest you.

Atlantic Region

National Parole Board
P.O. Box 1370
Moncton, New Brunswick
E1C 8T6
Telephone: (506) 388-6341

Québec Region

National Parole Board
Québec Regional Office
Guy Favreau Complex
200 Dorchester West
West Tower, 2nd Floor
Montréal, Québec
H2Z 1X4
Telephone: (514) 283-4584

Ontario Region

National Parole Board
P.O. Box 620
Kingston, Ontario
K7L 4X1
Telephone: (613) 547-4124

Prairie Region

National Parole Board
6th Floor, Churchill Building
229 Fourth Avenue South
Saskatoon, Saskatchewan
S7K 3X5
Telephone: (306) 975-4228

Pacific Region

National Parole Board
4664 Lougheed Highway
Room 230
Burnaby, British Columbia
V5C 5T5
Telephone: (604) 666-2121

Access Procedures

The decision to release files under the *Privacy Act* and the *Access to Information Act* begins with the receipt of a formal request at the one centralized operation centre in Ottawa, and includes the acquisition of the documents from the records holder, whether located in Ottawa or in regional offices, and a multiple-lines review in the region and at headquarters of the documents before they are released to the applicant.

All formal requests for access to information under the *Access to Information Act* should be forwarded to

Access to Information and Privacy Co-ordinator
National Parole Board
340 Laurier Avenue West
Ottawa, Ontario
K1A 0R1
Telephone: (613) 995-1308

Vice-Chairman's Office

The vice-chairman directs a secretariat which co-ordinates from national headquarters the conception and implementation of all Board policies regarding parole and clemency matters. In that respect, it records and ensures implementation of decisions made by the executive committee of the Board, comprised of the Chairman, vice-chairman, the senior board member of the headquarters division and the five regional senior board members. In addition, the secretariat assumes responsibilities for the professional development of board members and the development and implementation of professional standards in the decision-making process.

Manuals

- Policy and Procedures Manual
- Administrative Agreement Between the National Parole Board and the Correctional Service of Canada
- Agreements With Other Countries on Exchange of Offenders
- Minutes of Executive Committee and General Board Meetings

Executive Director's Office

The executive director is responsible for the planning, co-ordination and orderly management of Board activities and resources, in direct support of the decision-making operations of the Board. He or she oversees the regional administrative support activities of the Board through the regional senior managers known as regional executive officers, as well as the headquarters activities through directors responsible for the following divisions.

Personnel and Official Languages Division

This division provides personnel services common to all government departments. It is also responsible for the co-ordination of the official languages policy of the Board. Details on the classes of records held by this administrative unit may be found elsewhere in this Register.

Finance and Administration Division

This division provides services in the areas of finance, administration, word processing and records management. These services are common to all government departments, and details on the classes of records held by this division may therefore be found elsewhere in this Register.

Communications Division

This division is responsible for improving the public awareness of the Board's objectives and programs.

Headquarters Operations Division

This division consists of Planning and Analysis, and Operational Programs.

Planning and Analysis

Planning and Analysis co-ordinates operational planning, including the development and the revision of policies and procedures. It includes the investigation of long-range issues affecting the Board and effects of changes in policies. Other responsibilities include research, statistical and evaluation programs.

Operational Programs

Operational Programs is divided into three sections: the case analysis and review section, which is responsible for investigating and analyzing inmate requests for re-examination of certain negative Board decisions; the clemency section, which processes applications for pardon and clemency; and the access to information and privacy section, which is responsible for co-ordinating the Board's access to information and privacy program.

Manuals

- Policy and Procedures Manual
- Administrative Agreement Between the Correctional Service of Canada and the National Parole Board
- Criminal Records Procedures Manual
- Treasury Board's Interim Policy Guide on Access to Information and Privacy

Classes of Records

The following classes of records are common to each division of the National Parole Board.

NATIONAL PAROLE BOARD

NPB/NPB-005
Operations — General
Description: Information on the general operations of criminal justice correctional matters. *Topics:* Criminal records; incarcerations; offences; inmate management; rehabilitation; research and statistics.

NPB/NPB-010
Clemency — General
Description: General information related to clemency. *Topics:* Legal matters; statistics.

NPB/NPB-015
Clemency — Criminal Records Act
Description: Information on enquiries and investigations in response to requests for pardon under the *Criminal Records Act*. *Topics:* Eligibility; hearings and submissions; enquiries; investigations; notifications.

NPB/NPB-020
Clemency — Royal Prerogative of Mercy
Description: Information on enquiries and investigations in connection with any request made for the exercise of the Royal Prerogative of Mercy. *Topics:* Enquiries; investigations; amnesty; submissions.

NPB/NPB-025
Parole — General
Description: Information on the release of offenders on parole, mandatory supervision and temporary absences. *Topics:* Agreements and exchanges; delegation of authority; enquiries; legal matters; parole boards and systems; quality control; statistics; research and evaluation.

NPB/NPB-030
Parole — Eligibility
Description: Information on the eligibility of inmates to be released on day parole, full parole or temporary absence. *Topics:* Parole eligibility; after forfeiture, revocation and termination; day parole; temporary absences.

NPB/NPB-035
Parole — Release and Release Programs
Description: Information on aspects of the release of offenders on parole, day parole, temporary absences, terms and conditions of parole. *Topics:* Day parole; deportation; programs and projects — general; special; release; temporary absences; terms and conditions.

NPB/NPB-040
Parole — Reviews
Description: Information on the parole decision-making stage. It includes panel hearings or parole reviews to decide whether or not to grant parole or day parole and if either is granted, the date from which it is to be effective. *Topics:* Board reasons — federal and provincial cases; parole by exception; case preparation; hearings; internal reviews; voting; evaluation.

NPB/NPB-045
Parole Supervision — Violations
Description: Information on the supervision and violation aspects of parole, mandatory supervision, apprehension of the released inmate and recommittal. *Topics:* Apprehension and recommittal; forfeiture; mandatory supervision; revocation; supervision; supervision by after-care agencies; Community Residential Centres (CRCs) and Community Correctional Centres (CCCs); suspension; termination.

NATIONAL RESEARCH COUNCIL OF CANADA

Chapter 69

NATIONAL RESEARCH COUNCIL OF CANADA

NATIONAL RESEARCH COUNCIL OF CANADA
(NRC)

PRESIDENT'S OFFICE
(EXE)

005 President's Office
010 Council Secretariat
015 Executive Vice-President
020 Public Relations and Information Services
025 International Affairs

ATLANTIC RESEARCH LABORATORY
(ARL)

030 Director's Office
035 Administration
040 Analytical Methods and Services
045 Marine Biosciences
050 Biological Chemistry
055 Industrial Materials and Process
060 Microbiology

DIVISION OF BIOLOGICAL SCIENCES
(BSC)

065 Administration
070 Cell Physiology
075 Animal Care and Research
080 Microbiology
085 Biomathematics
090 Cell Biophysics
095 Ecotoxicology
100 Animal Physiology
110 Immunochemistry
115 Molecular Biochemistry
120 Molecular Biophysics
125 Molecular Genetics
130 X-Ray Crystallography

BIOTECHNOLOGY RESEARCH INSTITUTE
(BRI)

135 Administration

CANADA CENTRE FOR SPACE SCIENCE
(CCS)

NATIONAL RESEARCH COUNCIL OF CANADA

CHEMISTRY DIVISION

(DCH)

165 Administration
170 Analytical Chemistry
175 Chemical Engineering — Spherical Agglomeration
180 Chemical Physics Spectroscopy
185 Colloid and Clathrate Chemistry
190 High Polymer Chemistry — Plastics
195 Hydrocarbon Chemistry
200 Kinetics, Catalysis, ESR Spectroscopy
205 Laser Chemistry
210 Metallic Corrosion and Oxidation
215 Molecular Spectroscopy
220 Organic Chemistry
225 Photochemistry and Kinetics
230 Reaction Intermediates
235 Solid State Chemistry — Metals
240 Textile Chemistry — Fiber Science
245 Theoretical Chemistry

DIVISION OF ELECTRICAL ENGINEERING

(DEE)

250 Administration
255 Computing Technology
260 Electromagnetic Engineering
270 Phototonics and Sensors
275 Information Science
280 Medical Engineering
285 Power Engineering
290 Rehabilitation Technology Unit (Toronto)

DIVISION OF ENERGY

(DEN)

295 Administration
300 Biomass Energy
305 Fusion Energy
310 Solar Energy
315 Wind Energy
320 Heat Pumps
325 Hydrogen and Energy Storage
330 Peat Program

HERZBERG INSTITUTE OF ASTROPHYSICS

(HIA)

335 Administration
340 Astronomy
345 Distinguished Research Scientist
350 Dominion Astrophysical Observatory
355 Planetary Sciences
360 Radio Astronomy (Algonquin Radio Observatory, Lake Traverse, Ontario)
365 Space Physics
370 Spectroscopy

INDUSTRIAL MATERIALS RESEARCH INSTITUTE

(IMR)

380 Administration

INSTITUTION FOR MARINE DYNAMICS

(IMD)

385 Marine Transportation Technology

NATIONAL RESEARCH COUNCIL OF CANADA

DIVISION OF MECHANICAL ENGINEERING (DME)

390 Administration, Research, Testing
395 System Laboratory
400 Engine Laboratory
405 Fuels, Lubricants and Associated Products
410 Engineering Gas Dynamics and Plasma Dynamics
415 Hydraulics
420 Low Temperature Laboratory
425 Designing and Manufacturing Technology
426 Vehicle Dynamics Laboratory
430 Tribology, Computerized Design and Manufacturing, and Mechanical Technologies

DIVISION OF MICROSTRUCTURAL SCIENCES (DMS)

435 Administration
440 Condensed Matter Theory
445 Quantum Microphysics
450 Electronic Structure and Calorimetry
455 Molecular Beam Epitaxy
460 Microscopy and Microfabrication
461 Quantum Electronics

NATIONAL AERONAUTICAL ESTABLISHMENT (NAE)

465 Management
470 Flight Research
475 High Speed Aerodynamics
480 Low Speed Aerodynamics
485 Public Safety Project Office
490 Structures and Materials
500 Unsteady Aerodynamics

DIVISION OF PHYSICS (DPH)

505 Administration
510 Acoustics
515 Electrical and Time Standards
520 Heat and Thermometry
525 High Energy Physics
530 Laser and Plasma Physics
535 Length and Mechanical Standards
540 Photometry and Radiometry
545 Photogrammetric Research
550 Materials Physics
555 Ionizing Radiation Standards

PLANT BIOTECHNOLOGY INSTITUTE (PBI)

560 Support Services
565 Plant Products Technology
570 Plant Microbial Productivity
575 Bio-organic Chemistry
580 Plant Cell Technology
585 Plant Molecular Genetics

SPACE DIVISION (DSP)

140 Administration
145 Scientific Planning and Evaluation
150 Instrument Development
155 Engineering Administration
160 Operational Engineering and Projects
161 Equipment and Facilities
495 Space Technology Program Office

NATIONAL RESEARCH COUNCIL OF CANADA

**VICE-PRESIDENT
(TECHNOLOGY TRANSFER)
(TTR)**

**INSTITUTE FOR RESEARCH
IN CONSTRUCTION**

590 Director's Office
595 Administration
600 Building Materials
610 Building Structures
615 Codes and Standards
620 Building Services
625 Fire Research
630 Geotechnical Section
635 Instrumentation
640 Noise and Vibration
645 Prairie Regional Station
650 Technical Information
655 UFFI Unit

**CANADA INSTITUTE FOR
SCIENTIFIC AND TECHNICAL
INFORMATION**

660 Administration
665 Acquisitions
670 Branch Libraries
675 Cataloguing
680 Loans, Photocopies and Translations
685 Health Sciences Resource Centre
690 Information Services
695 Publications
700 Scientific Numeric Databases

**INDUSTRY DEVELOPMENT
OFFICE**

705 Industrial Development
710 Industrial Research Assistance
Program (IRAP)
715 Industrial Policy Analysis
720 IRAP Collaborative Projects
725 Central Advisory Service
730 Field Advisory Service

RESEARCH JOURNALS

735 Research Journals

**VICE-PRESIDENT
(PERSONNEL AND
ADMINISTRATIVE SERVICES)
(PAS)**

740 Computation Centre
745 Administration

**GENERAL USE SERIES
(GEN)**

750 General-Use Series

ACCESS TO INFORMATION AND
PRIVACY CO-ORDINATOR
NATIONAL RESEARCH CENTRE
ADMINISTRATION BUILDING (M-58)
MONTREAL ROAD
OTTAWA, ONTARIO
K1A 0R6

NATIONAL RESEARCH COUNCIL OF CANADA

Background

The National Research Council (NRC) is a departmental Crown corporation with a governing council consisting of a president and 21 members appointed by the Governor-in-Council. The President is supported by six vice-presidents, a current staff of about 3,300 and a budget for 1985-86 of approximately $440 million. As the principal research agency of the federal government the NRC has a broad mandate: to promote, assist and undertake scientific and industrial research for national development. This mandate is carried out under a wide spectrum of activities, which include the performance of scientific and engineering research in response to national, economic and social needs in the fields of transportation, energy, food, building, construction, industrial innovation and development, health, security, safety and environmental quality.

Under this mandate the Council also provides direct financial and technical assistance to industry; establishes and maintains standards; provides national scientific and technological facilities for industry and universities; supports scientific and engineering research teams in core technologies; and operates a nationwide network of scientific and technical information services.

The laboratories of the National Research Council consist of 15 divisions spanning the physical and life sciences and engineering disciplines. They are located mainly in the National Capital region, but substantial operations have been placed, or are being established, in Manitoba, Newfoundland, Nova Scotia, Québec, Saskatchewan and British Columbia. Their activities encompass a wide range of scientific and engineering endeavours and while all laboratories possess similar "housekeeping" records relating to the general administration of their operations, the detailed supporting material supplied in the following pages describes the information holdings that are unique to each individual laboratory.

Laws and Regulations

- The National Research Council Act

Overall Responsibilities

The National Research Council has two basic programs. The first, called the Scientific and Industrial Research Program, provides a national foundation for the creation, application and use of knowledge derived from the natural sciences and engineering. The second, the Scientific and Technical Information Program, facilitates the use of scientific and technical information by the government and people of Canada.

Information Services

In addition to the day-to-day information exchanges that take place between the Council's research staff and the scientific community, the National Research Council has three main operations through which it disseminates information to industry, the universities and the general public. These are Public Relations and Information Services (PRIS), the Canada Institute for Scientific and Technical Information (CISTI) and the Technical Information Service (TIS). A brief synopsis of their roles and activities is provided in the following three paragraphs, with more detailed accounts being supplied in the relevant sections of the supporting material.

General Information

General information on the National Research Council is provided by Public Relations and Information Services through its headquarters facilities in Ottawa. This unit deals mainly with the media and the general public. Contact may be made in person, by telephone, or by writing to

Director
Public Relations and Information Services
National Research Council
Administration Building (M-58)
Montreal Road
Ottawa, Ontario
K1A 0R6
Telephone: (613) 993-9101

CISTI

The Canada Institute for Scientific and Technical Information (CISTI) is Canada's focal point for the storage and retrieval of scientific and technical knowledge and is designed to provide information services to the scientific, engineering and medical communities in industry, business and government. The data is derived from millions of reference items contained in an outstanding library, a computer that holds data from Canada, the United States and other world locations, and a highly qualified staff both within CISTI and the laboratories of the Council.

The many specialized CISTI services include a personalized current awareness service; an on-line enquiry service, which gives instant access to the various scientific and engineering databases; a health sciences resource centre, which provides nationwide access to Medlars — the U.S. National Library of Medicine databases in medicine and toxicology; the interlibrary loan and photocopying service; and a general reference service, which provides access to the world's scientific and technical literature.

Additional information can be obtained in person, by telephone or by writing to

Canada Institute for Scientific and Technical Information
National Research Council
Building M-55
Montreal Road
Ottawa, Ontario
K1A 0S2
Telephone: (613) 993-1600

Automatic Answering Service

English: (613) 993-2441
French: (613) 993-2528

Regional Contacts

Scientific and technical advice, assistance and information to the Canadian manufacturing industry and the small business community in particular are provided by the Field Advisory Service staff of the Industry Development Office (IDO). Located across Canada and staffed by scientists and engineers, these offices have access to all the resources, services and expert advice of the NRC, other government laboratories and a network of specialized centres. These offices are listed below:

Newfoundland

St. John's
National Research Council Canada
Vicking Building
136 Crosbie Road
St. John's, Newfoundland
A1B 3K3
Contact:
Gordon Cross (709) 722-5228
David Bailey

NATIONAL RESEARCH COUNCIL OF CANADA

Prince Edward Island

Charlottetown
National Research Council Canada
141 Grafton Street
Charlottetown, Prince Edward Island
C1A 1K9
Contact:
William Murphy (902) 566-7642

Nova Scotia

Dartmouth
National Research Council Canada
100 Fenwick Street
P.O. Box 790
Dartmouth, Nova Scotia
B2Y 3Z7
Contact:
Fraser Sutherland (902) 426-3138
David Healey (902) 426-6264

Wolfville
National Research Council Canada
c/o Acadia University
Estuarine Centre, Room 147
P.O. Box 1304
Wolfville, Nova Scotia
B0P 1X0
Contact:
Brooks Cann (902) 542-2201 Ext. 586

New Brunswick

Fredericton
National Research Council Canada
College Hill Road
P.O. Box 6000
Fredericton, New Brunswick
E3B 5H1
Contact:
Robert Bourdage (506) 459-8462

Moncton
Conseil national de recherches Canada
Université de Moncton
Faculté de Science et Génie
Moncton, Nouveau Brunswick
E1A 3E9
Contact:
Yves Daigle (506) 857-6147

St. John
National Research Council Canada
c/o University of New Brunswick
St. John Campus
St. John, New Brunswick
E2L 4L5
Contact:
Gerry Hartle (506) 648-5599

Québec

Montréal
Conseil national de recherches Canada
a/s Édifice du CRIQ
8475 Christophe-Colomb, Pièce E58
Montréal, Québec
H2M 2N9
Contact:
David Ellis (514) 283-8231
Marcel Beauchamp

Conseil national de recherches Canada
as École Polytechnique
Campus de l'Université de Montréal
C.P. 6079
Succursale "A", pièce A204-S
Montréal, Québec
H3C 3A7
Contact:
Diane Isabelle (514) 340-4631

Chicoutimi
Conseil national de recherches Canada
a/s Université du Québec à Chicoutimi
Département des sciences appliquées
555, boulevard de l'Université
pièce 4-312
Chicoutimi, Québec
G7H 2B1
Contact:
Gilles Bélisle (418) 545-5512

Québec
Conseil national de recherches Canada
333, rue Franquet
c.p. 9038
Sainte-Foy, Québec
G1V 4C7
Contact:
Claude Desaulniers (418) 648-3419
Jean Falardeau

Rimouski
Conseil national de recherches Canada
310, avenue des Ursulines
Rimouski, Québec
G5L 3A1
Contact:
Jacques Daoust (418) 722-3155

Ontario

Toronto
National Research Council Canada
200 Town Centre Court
Suite 1101
Scarborough, Ontario
M1P 4X8
Contact:
John Ratz (416) 973-4483
Robert Glandfield (416) 973-4487

London
National Research Council Canada
Federal Building
457 Richmond Street, Room 402
London, Ontario
N6A 3E3
Contact:
Roy Carrigan (519) 679-5279

Mississauga
National Research Council Canada
Sheridan Park Research Community
Mississauga, Ontario
L5K 1B3
Contact:
Roy Crew (416) 822-4111 Ext. 291

NATIONAL RESEARCH COUNCIL OF CANADA

Ottawa
National Research Council Canada
Building M-55, 3rd Floor
Montreal Road
Ottawa, Ontario
K1A 0R6
Contact:
Drummond McCorquodale (613) 993-3995
Stephen Palmer (613) 993-3996

Waterloo
National Research Council Canada
c/o University of Waterloo
Needles Hall, Room 3015
Waterloo, Ontario
N2L 3G1
Contact:
Ernest Davison (519) 888-4049

Welland
National Research Council Canada
c/o Niagara College
Woodlawn Road
P.O. Box 1005
Welland, Ontario
L3B 5S2
Contact:
Nick Pisano (416) 735-2211

Windsor
National Research Council Canada
c/o University of Windsor
Office of Research Services
Windsor Hall Tower, Room 418
Windsor, Ontario
N9B 3P4
Contact:
Klaas Tebbens (519) 973-7032

Manitoba

Winnipeg
National Research Council Canada
Industrial Technology Centre
1329 Niakwa Road East
Winnipeg, Manitoba
R2J 3T4
Contact:
Roger Clarke (204) 945-6133
David Fletcher (204) 945-6131

National Research Council Canada
c/o University of Manitoba
104 Administration Building
Winnipeg, Manitoba
R3T 2N2
Contact:
Dave Fletcher (204) 949-8966

Saskatchewan

Saskatoon
National Research Council Canada
15 Innovation Blvd.
Saskatoon, Saskatchewan
S7N 2X8
Contact:
Kevin Bell (306) 975-4714
Ted Sipos (306) 975-4702

Regina
National Research Council Canada
T.C. Douglas Building
3475 Albert Street
Regina, Saskatchewan
S4S 6X6
Contact:
Horst Plaensken (306) 780-6964

Alberta

Calgary
National Research Council Canada
6815-8th Street N.E.
3rd Floor
Calgary, Alberta
T2E 7H7
Contact:
Andrew Gilliland (403) 297-2600
Roger Woods

Edmonton
National Research Council Canada
Terrace Plaza
4445 Calgary Trail South
4th Floor
Edmonton, Alberta
T6H 5R7
Contact:
Alan Toon (403) 438-1555

British Columbia

Vancouver
National Research Council Canada
3650 Wesbrook Mall
Vancouver, British Columbia
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Access Procedures

The National Research Council currently responds to thousands of enquiries a year through the established services described above, and this practice will continue. In addition, the NRC has an Access to Information Co-ordinator, whose principal duty is to ensure that those people whose requirements for information are not met by existing services will be able to exercise their legal rights to obtain information under the legislation.

The NRC Co-ordinator for Access to Information oversees the access to information function at the Council, including the preparation of the entry for the Access Register, service to the public wishing to obtain access to information, the determination of exemptions and third-party notifications, responses to enquiries from the Information Commissioner, appeals before the Federal Court, and the Report to

Parliament. Enquiries concerning the administration of the *Access to Information Act* within the National Research Council should be addressed to

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Reading Area

A reading area for the general public has been set aside on the main floor of the Canada Institute for Scientific and Technical Information (CISTI) in Building M-55, Montreal Road campus, Ottawa, Ontario. In addition, copies of the Council's manuals have been placed in the CISTI Branch Libraries in the Council's laboratory locations across the country. CISTI and its branch libraries are open to the public during normal business hours.

President's Office

The President is the chief executive officer of the National Research Council and has supervision over and direction of the work of the Council and of the officers, technical and otherwise, appointed for the purpose of carrying on the work of the Council.

Council Secretariat

The secretariat provides a number of corporate services, including administration for the governing council and the executive offices, committees of the Council including standing committees, associate and advisory committees and the management committee; parliamentary and ministerial services; financial management; planning, program assessment, design and policy development; legal services; internal and external audit; Official Languages; Canada Human Rights and Access to Information and Privacy legislation; and archives.

Manuals

- Standard Operating Policies and Procedures (SOPP)
- Personnel Administration Manual (PAM)
- Financial Management Manual (FMM)

Executive Vice-President

The executive vice-president has the overall responsibility for the operation of all NRC laboratories and research institutes, as well as research programs carried out across a number of laboratory divisions.

The other main areas of responsibility are international relations, university relations and related operations.

Public Relations and Information Services

This group responds to a wide range of enquiries with up-to-date information and documentation on the National Research Council's role, objectives, programs and achievements. It also acts in an advisory capacity and as a central resource in the implementation of communication activities in specific areas.

Atlantic Research Laboratory

The Atlantic Research Laboratory (ARL) has five major research and development sections, an administrative support service and the Seaweed Culture Station located at Fink Cove, Nova Scotia. The director's office is responsible for the overall operation of ARL including policy, planning, program forecasting, estimates, interaction with the industrial, scientific and university communities, and public relations.

Administrative Services

Administrative Services is responsible for plant engineering services at the Atlantic Research Laboratory and at the Seaweed Culture Station at Fink Cove, Nova Scotia, as well as general administrative services, maintenance, financial services, stores (including purchasing), photography, drafting and personnel services.

Manuals

- Standing Operating Policies and Procedures (SOPP)
- Financial Management Manual
- Personnel Administration Manual

Analytical Methods and Services

The principal objectives of this section are to develop chemical reference materials and improved methodology for the analysis of seawater and marine materials for use by marine scientists, government regulatory agencies and industry, and to provide advanced instrumental capabilities in support of other Atlantic Research Laboratory research programs. The marine analytical chemistry work is done in co-operation with the analytical chemistry section of the Division of Chemistry, and most of the work is contracted out. A committee on marine analytical chemistry with representatives from commercial firms, universities and government meets annually, monitors the program and provides advice A special series of research reports and situation reviews are published. The advanced instrumental capabilities provided include infrared spectroscopy, scanning electron microscopy, electron microprobe analysis, X-ray crystallography, and electrophoresis. Each is the responsibility of a qualified professional. The ARL research programs include metallurgical chemistry, coal, silicon compounds and the chemical structure and biosynthesis of mycotoxins and metabolites of algae, bacteria and lichens.

Marine Biosciences

The section conducts fundamental and applied research on coastal marine organisms, especially plants, to enhance understanding of their ecology, systematics, genetics, chemistry, biochemistry and physiology. Research and development is conducted in three main areas: ecological, taxonomic and genetic studies; chemical studies related to identification of biologically-active compounds; and physiological and biochemical studies directed at developing aquaculture technology.

Biological Chemistry

This section is concerned with the development and application of nuclear magnetic resonance (NMR) techniques and the use of stable isotopes for the solution of biological and chemical problems, including that of silicon in metallurgical systems and the biological role of silicon (silicate) in marine organisms (e.g., diatoms, sponges).

Industrial Materials and Processes

This section is concerned with the study of the kinetics and thermodynamics of chemical reactions at high temperatures (particularly reactions of importance to the pyrometallurgical processes), with novel approaches to coal beneficiation, and with the development of advanced ceramics based on aluminum oxide.

Microbiology

The section is concerned with the ecology, physiology and chemistry of fungi with particular reference to their role in agricultural systems. The emphasis is on mycotoxins and symbiotic associations with other plants (e.g., lichens) of particular Canadian significance.

Division of Biological Sciences

The division is composed of 13 laboratory sections and the Director's Office.

Director's Office

The Director's Office is responsible for the administration and operation of the division. By directing and correlating activities in the areas of policy, planning, program forecasting, estimates and contracts, it contributes to the main function of the division, which is to conduct research in the biological sciences directed towards new knowledge, and with applications to industry, health, and environmental standards.

Cell Physiology

The section carries out endocrine and ionic regulation of cell proliferation in bone marrow, kidney, liver, peripheral lymphocytes, thymus, tumours and cells in culture with the objective of understanding why cells divide. One possible medical application would be in the area of the detection and treatment of cancer.

Animal Facility

This section's research involves the immunogenic potential of micro-organisms causing diseases in animals with the aim of producing immunoprophylactic (disease-protective) agents.

Microbiology

This section conducts research on the growth and physiology of bacteria and yeasts and on the microbiological conversion of organic materials into usable fuels and chemicals. Organic materials include wood cellulose, waste cellulose, and industrial, agricultural and municipal waste streams. The group is phasing out work on fruit and vegetable storage.

Biomathematics

The section performs mathematical analyses of biological systems; genetic code and protein sequence analysis and the secondary structure of ribonucleic acids; theoretical studies of molecular mechanisms; algorithms and associated software applied to the deconvolution of fluorometric data; and statistical analyses in connection with experiments carried out in other sections of the division.

Cell Biophysics

The section studies microfibril biosynthesis in bacterial cellulose and provides electron microscopy expertise for other divisional projects.

Ecotoxicology

The section conducts research on the pathways of pollutants through the environment; transformation in sediment, water, air and biota; mechanisms of toxicity and interactions, especially of heavy metals; and hazard assessment of environmental contaminants.

Animal Physiology

The section conducts research into the neural and hormonal control of energy balance (energy intake, expenditure and storage) in mammals.

Immunochemistry

The activities of this section centre on the establishment of the structural basis for immunospecificity of antigens of pathogenic bacteria.

Molecular Biochemistry

The section conducts research into the structure, interaction and dynamics of biologically active proteins, mechanism of action at the molecular level of antibodies, enzymes, proteins and nucleic acids using biochemical and kinetic techniques; laser-Raman and luminescence spectroscopy; laser-flash photolysis; circular dichroism; and synthesized peptides. Its activities also include research on enzymic hydrogen production; immobilized enzymes; and affinity chromatography.

Molecular Biophysics

The section investigates the behaviour of biologically active compounds in living systems using nuclear magnetic resonance (NMR) spectroscopy.

Molecular Genetics

The section investigates the "in vitro" synthesis of biologically active DNA; the development and application of improved recombinant DNA techniques for the insertion and expression of genes; the structure and function of chromosomes of eukaryotes — in particular those of yeast; and the control of gene expression at the levels of transcription, translation and cellular expression.

X-Ray Crystallography

The section conducts research into structure-function relationships in biological systems; the determination of chemical pathways and conformational preferences; and the stereochemistry of molecules of biological significance through X-ray crystal structure analyses.

Biotechnology Research Institute

The institute which is located in Montréal, focusses on industrial applications of biological sciences and the development of new procedures and products in the agrofood, energy, pharmaceutical and forestry fields. The division includes the Office of the Director and four main laboratory sections.

Office of the Director

The Office of the Director is responsible for the division's administration and operations. By overseeing and co-ordinating policy, planning, budget and research programming activities, it contributes to the orientation and development of biotechnology research. Through its External Funding Program, the Institute also participates in and contributes to the development of industrial applications of biotechnology research carried out by industry.

Biochemical Engineering

This section conducts research projects in the following fields: biosensor studies, production of biopolymers, separation techniques for products of industrial interest; waste detoxification, development of biosensors and procedures for the waste management industry; modelling of fermentation procedures, new reactor production technologies, bioconversion of lignin; and scaling up of bioprocesses to the pilot-plant level.

Genetic Engineering

Research in this section is conducted in the following fields: oligonucleotide synthesis, improvement of biopesticides, adaptation of micro-organisms to the concentration of heavy metals, ligation of single strand DNA; expression and secretion of proteins in yeasts, basic protease engineering, yeast vector construction, yeast growth control studies; genetic expression and maturation of proteins in cells of higher organisms, construction of vectors for gene transfer, and isolation of new mammalian cell lines.

Enzyme Technology

Isolation and characterization of proteins and enzymes, synthesis of biologically active peptides, modification of proteins, enzyme kinetics and molecular modelling are the main areas of research conducted by this section.

Molecular Immunology and Cell Fusion

The research fields in this sector include the development of cell fusion techniques for animal, fungal and bacterial systems, production of monoclonal antibodies and the selection of clones through laser-based cell sorting.

Chemistry Division

The Chemistry Division is composed of 16 laboratory sections and the Director's Office.

Director's Office

The Director's Office is responsible for the administration and operation of the division. By directing and correlating activities in the areas of policy, planning, budgets and program forecasting, it contributes to the main function of the division, which is to conduct research in the chemical sciences with applications to the scientific community at large and to industry.

Analytical Chemistry

The section develops analytical methods, frequently within the context of the Marine Analytical Chemistry Standards Program, and especially in the area of inorganic trace analysis. Analytical services are provided under certain circumstances.

Chemical Engineering

This section carries out research on reverse osmosis, ultrafiltration, sludge and emulsion treatment with a view to the separation, recovery and reuse of materials of industrial importance. In addition, it investigates fluid-particle technology, size enlargement, and fine coal beneficiation methods to recover or increase the value of specific fossil fuels and various ores.

Chemical Physics

Research in the section is concerned with the spectroscopy of organic compounds, semiconductor films and photovoltaic materials and devices.

Colloid and Clathrate Chemistry

The section investigates the properties of suspensions, colloid science, surface problems, dielectric properties, nuclear magnetic resonance studies of solids, and low temperature calorimetry.

High Polymer Chemistry

The section is engaged in research dealing with the kinetics and mechanisms of ionic polymerizations, especially those initiated by carbanions, stereoregular polymers and their characterization by solution, and NMR measurements of polymers and inorganic or organometallic complexes.

Hydrocarbon Chemistry

The section conducts research on the chemistry and electron spin resonance (ESR) spectroscopy of organic free radicals in solution, and on vitamin E.

Kinetics and Catalysis

The staff in the section undertake research in the following areas: reactions of atmospheric interest, and gas phase free radical reactions; heterogeneous catalysts; chemistry and electron spin resonance spectroscopy of free radicals; metal clusters.

Laser Chemistry Group

The group undertakes research into laser induced chemistry; laser isotope separation; enrichment of hydrogen, deuterium, tritium, carbon-13, zirconium, uranium; industrial applications of lasers; metal atom chemistry; photochemistry, photophysics and reaction dynamics.

Metallic Corrosion and Oxidation

Research in the section is concerned with the mechanics and kinetics of the formation of oxides on metal surfaces, with electrochemistry and with the instrumental characterization of surface films.

Molecular Spectroscopy

Research in the section involves studies of the vibration spectra of complex molecules of biological importance, vapor phase Raman intensities and band contours, and the development of new vibrational Fourier transform techniques.

Organic Chemistry

This section researches the physical, organic and organometallic chemistry of reactive intermediates such as free radicals, carbenes and metallenes.

Photochemistry and Kinetics

Research in the section includes studies of photochemistry and photophysics in the gas phase and reaction dynamics.

Reaction Intermediates

Research in this group is concerned with the kinetics, mechanisms and spectroscopy of transient species as studied by pulsed techniques such as laser flash photolysis.

Solid State Chemistry

Research in the section encompasses the chemistry and physics of metals, alloys and compounds, solid state inorganic chemistry, and X-ray diffraction and crystallographic computation.

Textile Chemistry

The section performs research on the degradation of plastics and fibers by sunlight and by heat, the mechanisms by which ultraviolet stabilizers and flame retardants operate to protect such materials, the relation between the properties of plastics and fibers and their molecular structures. In addition, there is work going on in the development and evaluation of textile test methods.

Theoretical Chemistry

Research in the section can be grouped into five areas: chemical physics, solid state and quantum optics, molecular physics, biophysics and quantum chemistry.

Division of Electrical Engineering

The division is composed of eight laboratory sections and the Director's Office.

Director's Office

The Director's Office is responsible for setting research program goals, objectives and priorities and for directing and co-ordinating the divisional research and service activities. The division conducts research in electrical, electromagnetic and electronic engineering; computer and biomedical technology, with applications to industrial and social development.

Laboratory for Biomedical Engineering

Medical Engineering

The section provides a centre for the creation, dissemination, application and use of biomedical engineering knowledge and techniques in support of life quality and health care concerns. Areas of research include habilitation/rehabilitation engineering, the effects of non-ionizing radiation on the biological system, orthopaedic engineering and biological information enhancement. The section publishes a biennial inventory of bioengineering projects in Canada and an inventory of rehabilitation research in Canada.

Rehabilitation Technology

The unit develops technical aids for the handicapped by obtaining prototypes from the original developer and then co-ordinating production. Co-ordination includes production engineering, identifying manufacturers, testing and evaluating pre-production units.

Laboratory for Intelligent Systems

Robotics and Automation

In recent years, the NRC has developed active research programs in automated technology at centres in Ottawa and Montreal. As a third centre of expertise, a team of specialists will be established at the Canadian Institute of Industrial Technology in Winnipeg to provide a full range of services to occupants.

Major areas of applied research and development will include robotics, automation, computer-integrated manufacturing and production and flexible manufacturing systems.

The Institute will be furnished with modern research equipment and pilot production facilities either unavailable to or beyond the means of most individual firms.

Computing Technology

The section creates and acquires new knowledge in selected areas of computing technology and develops new applications of this technology in support of Canadian industrial innovation. The activity includes work in the related fields of parallel computing and system architectures, computer graphics, computer vision and artificial intelligence with the main application focus on future generation intelligent robotics. Intelligent robots are advanced automated systems which, through the use of sensory perception, will carry out the necessary planning and reasoning processes to interpret their environment and to guide their actions in performing their tasks.

Information Science

The section studies, develops and evaluates information technology with an emphasis on knowledge-based systems and their applications. Current application areas focus on computer-assisted training and industrial automation. Activities include application and assessment of multi-media workstations; development and application of database and knowledge-base technology to computer-assisted training and industrial engineering information systems; and collaboration with industry and government agencies in the investigation of requirements in these areas.

Photonics and Sensors

The photonics and sensors section researches new measurement principles and develops sensor systems combining optical, electronic and computer techniques. At the moment, the section is concentrating on two inter-related activities: three-dimensional vision and guided wave optics. Research into 3-D vision includes the development of new optical techniques for rapid and accurate acquisition of three-dimensional surface data on a scene, and the processing of these data for object recognition. In the area of guided wave optics, work is being done on integrated optics, fibre optics and non-linear optics to develop new sensors and process data quickly.

Laboratory for Electromagnetic and Power Engineering

Electromagnetic Engineering

The section creates knowledge in electromagnetic engineering and its application to the solution of problems in areas of standards, communications, and food and energy. This program includes the study of the use of microwave energy for industrial heating and drying and for the processing of food and agricultural products; polarization properties of precipitation; the development of facilities and capability in the area of electromagnetic field measurements and standards associated with radiating systems; and the development and application of advanced mathematical and computer techniques for the solution of problems in electromagnetics.

Power Engineering

The section advances the state-of-the-art in the measurement of electrical quantities in order to alleviate measurement problems facing the Canadian electrical industry and for the maintenance, enhancement and dissemination of national and international standards. Engineering knowledge and expertise is provided to the Canadian electrical utilities and associated industries on high voltage phenomena including insulation, measurement and environment problems.

Division of Energy

The division was responsible for the co-ordination of the NRC's energy work and for managing program offices in solar, biomass, fusion energy, wind energy, hydrogen and energy storage, peat and heat pumps.

Director's Office

The Director's Office was responsible for the administration and planning of the division and for the co-ordination and liaison with other federal departments with respect to energy programs. The divisional budget was directed primarily to programs contracted to industry.

Biomass Energy Program

The program was responsible for co-ordination of the federal research and development program on bioenergy, including programs in other departments, as well as in-house and contracted work. Major activities related to the harvesting and collection of biomass, conversion techniques and synthetic liquids fuels.

Fusion Program

The program co-ordinated Canadian research and development directed at harnessing thermonuclear fusion energy. The program included work performed in-house, work contracted out to utilities, industry, and universities, activities of other federal organizations, joint federal-provincial projects and collaborative research and development with foreign fusion programs.

Solar Energy Program

The program was responsible for the management of NRC's solar research and development, including active solar heating systems for space and water, passive and hybrid heating systems, photovoltaic systems (direct-to-electricity conversion), industrial applications. The prime mechanism was contracted work to the Canadian solar industry.

Wind Energy Program

The program was responsible for the federal research and development on wind energy, including support programs in other departments, as well as major in-house and contracted work. Major activities related to assessment of wind energy resources, development of wind energy components and systems, field trials of wind energy systems and development of megawatt-scale turbines (AEOLUS).

Heat Pumps

The program was responsible for co-ordination of the federal research and development program on heat pumps, including support programs in other departments, work performed in-house as well as contracted-out, and collaborative research and development with foreign heat pump programs. Major activities related to industrial applications of heat pumps, residential applications of heat pumps, and component and technology development.

Hydrogen and Energy Storage

The program was responsible for co-ordinating the federal research and development program on hydrogen and energy storage, including support programs in other departments, work performed in-house as well as contracted-out, joint federal-provincial projects and collaborative research and development with foreign hydrogen programs. Major activities related to hydrogen production, hydrogen use and storage, electrochemical technology, hydrogen safety and battery research.

Peat Program

The program was responsible for co-ordinating the federal research and development program on peat, including support programs in other departments, as well as in-house and contracted-out work. Major activities related to peat resources, classification, mining, processing, dewatering and conversion.

Herzberg Institute of Astrophysics (HIA)

Director's Office

The Director's Office controls, directs and correlates the activities of the institute's six sections, three of which are observatories. The office is responsible for the administration of the institute; it prepares policies, program forecast estimates, contracts and other related material.

In addition, it contributes to the main function of the institute, which is the advancement of knowledge in the areas of spectroscopy, space physics, planetary sciences and astronomy and the running of the observatories that are national facilities. The office also has supportive responsibilities for the Canada-France-Hawaii telescope.

Astronomy

The section carries out basic research into phenomena associated with natural emission from material in extraterrestrial space. This research can be divided into two broad categories: solar and non-solar astronomy. Solar astronomy in the radio spectrum involves daily measurement of the microwave flux and daily strip scans of the solar disk. Optical measurements of certain specific regions are made in or near the Hd line when weather permits. Galactic and extra-galactic radio astronomy comprises a very broad field ranging from research on cold interstellar clouds to the study of very distant and very bright radio galaxies and quasars.

The section also has the responsibility of operating the Algonquin Radio Observatory (ARO) as a national facility and providing new instrumentation for the 46-meter telescope.

Distinguished Research Scientist

The present work of this section is devoted mainly to the work of Dr. G. Herzberg and in particular to the study of a new class of molecules discovered five years ago. They may be referred to as Rydberg molecules since they are stable only in Rydberg states but not in the ground state. Molecules that have been identified are H_3 and NH_4.

Dominion Astrophysical Observatory

The observatory is engaged in research on cosmology, normal and peculiar galaxies, including quasars and Seyferts, various types of single and multiple stars, star clusters, galactic chemical evolution, supernova remnants, galactic structure techniques of data analysis, and design and development of instrumentation and optics for astronomical research from the ground and from space.

Planetary Sciences

The section carries out basic research on physical processes and phenomena occurring in the upper atmosphere and near space. Some of the principal phenomena studied include the aurora, ionosphere, magnetosphere, space plasmas, meteors, meteorites and comets. Observations are made from the ground, on rockets and on satellites. Instrumental techniques include photography, spectroscopy, photometry, radar and plasma probes. Theoretical work is done in some areas.

Dominion Radio Astrophysical Observatory, Penticton, B.C.

The observatory studies natural radio emissions from selected regions of the sky at various frequencies.

EDP Systems

- Maps of various regions of the sky, obtained with the observatory's radio telescopes, are stored on magnetic tapes and disks

Space Physics

The section conducts basic research into physical phenomena in space, specifically cosmic rays, plasma processes in the earth's magnetosphere and ionosphere and auroral mechanisms. Instrumentation is designed and constructed for experiments using rockets and spacecraft; data from these and other sources are analyzed and interpreted. A network of cosmic ray neutron monitor stations is maintained throughout Canada.

EDP Systems

- Cosmic Ray Neutron monitor and meson telescope data files for Canadian stations
- Data from ISIS 2 spacecraft — the energetic particle detector experiment
- Data from Magsat spacecraft — vector and scalar magnetometers

Spectroscopy

The section studies small molecules and free radicals (unstable chemical species) by means of the electromagnetic radiation they absorb or emit. The section has equipment that covers the range from the far ultraviolet (wavelengths of about 1000 angstroms/10^{-5} cm) to radio frequencies (wavelengths of about 50 cm). Some emphasis is placed on molecules of astrophysical importance.

Industrial Materials Research Institute

Director's Office

The Director's Office is responsible for the administration and operation of the institute. It directs and correlates activities in the areas of policy, planning, program forecasting, estimates and contracts and contributes to the main function of the institute which is to serve the needs of Canadian industry in an area of major concern — the technology of industrial and engineering materials. The institute carries out its scientific activities at Boucherville, east of Montréal. The institute's research program, oriented primarily towards the needs of the industrial sector, includes research in process technology, materials and service performance characterization, and systems and instrumentation.

Plastic and Composite Polymer Materials

The goals of this project are to develop and characterize materials of improved performance or lower cost using polymer blends or polymer matrix composites; to model and automate the processes for forming plastics and composites; and to develop techniques and carry out performance evaluations of products based on the modification of the structures of polymeric materials.

This project directly addresses the concerns of the Canadian plastics industry. Development of computer-aided engineering software for injection moulding processes will contribute to increasing the efficiency of companies using this process. Work on reinforcing minerals of Canadian origin (e.g. mica) will contribute to these products being used with more confidence and will also generate new markets in Canada and elsewhere. IMRI scientists will also provide direct and immediate assistance to the plastics industry, through short term co-operative projects.

Ferrous and Non-Ferrous Metallurgy

These projects are intended to improve forming processes for metallic and composite materials and to enhance the knowledge of their service behaviour. Activities in the following fields are included: automation and process control; prediction of performance under conditions of fatigue, wear and corrosion; and developing new materials such as rheocast alloys, composites and inter-metallic composites.

Ceramics and Composite Materials with Metallic Matrices, and Coatings

This project is intended to develop coatings or inorganic materials with improved resistance to degradation, in particular oxidization, wear, eorosion and corrosion. It is also aimed at the development of advanced industrial ceramics.

Automation of Forming and Joining Processes of Materials

This project is intended to develop and refine non-destructive measurement systems, including the development of new sensors so as to be able to measure the properties of materials during their manufacture and use. These activities will contribute to an increased level of control over manufacturing processes, a better knowledge of material properties and more precision in predicting their performance in service. The development of computer-assisted engineering software for a variety of forming processes is also a part of this project.

Institute for Marine Dynamics

The Institute for Marine Dynamics is a national resource for research development, test and evaluation in marine transportation and offshore systems. The research program is focused on the hydrodynamics, dynamics, stability and propulsion of floating and submerged vessels, structures and their components.

The advanced new laboratories provide assistance to industry, university and government. A broad range of projects is undertaken involving theoretical studies as well as model and full-scale experiments in open water and in ice. Application includes safety, ship design criteria, sea transportation, offshore exploration and development, fisheries, defence, search-and-rescue, and law enforcement.

Hydrodynamics Research Section

The section performs research on the hydrodynamics of ships and offshore structures. It supports industry and other agencies in the solution of problems associated with the prediction of ship powering performance, stability, seakeeping and manoeuvring qualities and the behaviour of offshore structures, particularly in extreme environmental conditions. Full-scale trials are also conducted.

Arctic Vessel Research Section

The group carries out research on the interaction of ice with ships and offshore structures. Work includes use of a refrigerated ice tank facility to study hull-ice interactions and to conduct basic investigations of the properties of model and full-scale ice, the performance of ice-transiting ships and the effects of ice on offshore structures. The section also carries out full-scale trials for validation of model and theoretical predictions.

Research and Development Services Section

The section provides both technical and administrative support services to the Institude for Marine Dynamics research sections, and acts as an information and contract administrative interface with external clients. Activities include operation, development and research in production techniques as required to use the national facilities cost-effectively. Responsibilities encompass plant engineering, electronic data processing systems, instrumentation, engineering support services and production shops. A current high priority is the application of CAD/CAM technology to transfer design information to the cutting tools which fashion the complex models for hydrodynamic experiments.

Institute for Manufacturing Technology

Effective November 8, 1984, the government decided not to proceed with the establishment of the institute.

Division of Mechanical Engineering

The division is composed of nine laboratory sections and the Director's Office.

Director's Office

The Director's Office is responsible for directing and correlating the administration and operation of the division through the following activities: policy making, planning, program forecasting, estimating, entering into contracts, purchasing, materiel management, and industrial liaison. The division conducts research and development in the areas of transportation, energy and industrial technology by providing a broad range of expertise and experimental facilities.

Systems Laboratory

The laboratory is concerned with the use of computers in engineering research and development and as aids to solving current industrial problems. Collaborative projects, usually with industry directly involved, define the needs for new computer technology development in the laboratory and provide for its effective transfer and use. Activity areas include transportation, control systems, industrial scheduling and signal processing.

The laboratory conducts research and development on the application of control theory and technology to a wide range of industrial and other control problems. In addition, it conducts research on human factors in manual control and man-machine interaction.

EDP Systems

- VAX 11/780 systems, AD 100 peripheral processor, and LAMBDA PLUS A.I. workstations, along with various graphics terminals — used in modelling and simulation of industrial and other control processes

Engine Laboratory

This laboratory concerns itself with engine research, primarily airborne gas turbines, and with machinery vibration and noise. All work conducted by the laboratory has strong industrial applications.

Fuels and Lubricants Laboratory

The laboratory conducts investigations and research into the use of all types of petroleum and associated products, in particular the development of laboratory test methods and their relationship to field use; future fuels for gasoline, diesel and gas turbine engines; re-refining of used lubricants; engine fuel economy and low temperature operation; exhaust gas analysis; and engine storage and recovery methods for road vehicles.

Gas Dynamics Laboratory

Work in the laboratory is concerned with the flow of fluids, mainly gases, in engineering applications. Gas flows range from small-quantity, high-temperature plasmas to the large continuous flow rates, at ordinary engineering temperatures, associated with prime movers, heat exchangers, industrial flues, and smelting processes. Engine work is centered largely on industrial, marine and aviation gas turbines. Specialized experimental facilities for all the major components of gas turbine power plants are operated in co-operative research programs with industry. Other facilities allow the study of high-powered model propulsion systems at forward speed, small gas turbine aeroengines at altitude, industrial aerodynamics related to non-aeronautical applications, and the internal aerodynamics of industrial ducting and flues. Other activity is concerned with the use of high-pressure water jets for industrial cutting purposes.

Hydraulics Laboratory

The laboratory undertakes basic and applied research in the field of coastal and offshore engineering. Basic research studies are mainly in the field of simulation techniques of waves, tides and ice. Applied studies are carried out to determine forces on marine structures, stability of coastal structures and the development of ocean energy sources. The laboratory operates and maintains large facilities for physical and hybrid modelling in this regard. Many projects are undertaken for Canadian industry.

Low Temperature Laboratory

This laboratory conducts research in the low-temperature thermodynamic field on engineering problems associated with low temperature, ice and snow. A large proportion of the work is carried out with industrial involvement. Test work is conducted in cold chambers, icing wind tunnels and a helicopter spray rig, for industry and on behalf of other countries. Heat transfer studies are undertaken in areas including heat transport at small temperature differences, from low-grade sources, by various forms of heat pipes.

Manufacturing Technology Centre

The centre develops new manufacturing processes, provides advice and demonstrations on adaptation and introduction of existing and new processes for the Canadian manufacturing industry, and designs and makes equipment for experimental scientific work in-house and for the transfer of technology to the industrial sector.

Manuals

- Manuals for the operation and maintenance of machine tools and manufacturing facilities

EDP Systems

- Numerically controlled machine tools operated by EDP tapes (part programming)
- Flexible manufacturing cell with computer-controlled robot, 5-axis machining centre, and automated co-ordinate measuring machine

Vehicle Dynamics Laboratory

The laboratory's main areas of responsibility lie in the development of facilities, techniques, programs (computer models) and devices to aid in the understanding and prediction of the behaviour of railway and highway vehicles; the development of mechanical, optical, or electronic instruments to measure variables or manipulate matter —

particularly in the railway environment; and the provision of facilities, expertise and service in connection with the calibration of pressure sensing instruments. The laboratory will undertake, for a fee, the study and quantification of strength, safety, stability, dynamic response, longevity, vibration attenuation, loading restraint, and the passenger comfort of rail vehicles in relation to comparative or absolute standards in laboratory and field experiments.

Manuals

- AAR Recommended Procedures
- RTC Directives

Western Laboratories (Vancouver)

Tribology and Applied Mechanics Laboratory

The laboratory specializes in two areas of mechanical engineering research that are of industrial or social importance: friction, wear and lubrication (tribology) with major emphasis on the friction and wear of non-metallic materials and the wear of rails and wheels; and research and development into small-scale, low-cost, socially and culturally appropriate mechanical technologies.

EDP Systems

- Laboratory rail- and wheel-wear data

Systems Laboratory

The laboratory specializes in the development of low-cost computerized design and manufacturing programming systems, with the capability for adding artificial intelligence and expert systems.

EDP Systems

- Software developed in laboratory for programming numerically controlled machine tools

Division of Microstructural Sciences

The division comprises five sections and supporting services.

Director's Office

The Director's Office is responsible for the administration and operation of the division, by directing and correlating activities in the areas of policy, planning, program forecasting, estimates and contracts. The main functions of the division are to provide support in the physical sciences to aid Canadian industrial development; to conduct research in selected areas of physics applicable to long-term Canadian problems; and to perform basic and applied research to support these functions and gather knowledge.

National Aeronautical Establishment

This establishment is responsible for research and development on military and civil aviation, with particular reference to the support of the aviation industry and associated industries.

Director's Office

The Director's Office is responsible for administering the Establishment and managing the scientific programs of work it undertakes. The office is also responsible for all external relationships, both national and international, that are within its mandate.

Flight Research Laboratory

The laboratory is responsible for the flight research program of the National Aeronautical Establishment. This includes research on flying qualities and control, operational problems, atmospheric phenomena, aeromagnetics, aerial applications, short take-off and landing (STOL) technology, accident investigations, and studies for the Canadian Armed Forces. The laboratory acts as a research service to industry and to other government departments. In support of its research program, it operates a small fleet of research aircraft.

Manuals

- File Classification Index

High Speed Aerodynamics Laboratory

The laboratory is responsible for the maintenance, development and use of the five-foot supersonic wind tunnel on behalf of the Canadian aviation industry and the Department of National Defence. The internal research work is concerned with computational fluid dynamics, low-speed, high-lift wing systems, wings and bodies in transonic flow, flutter analysis and stores clearance. Work for external agencies consists of specific design development.

EDP Systems

- Aerodynamic data tapes given to clients under a contractual commitment are proprietary

Low Speed Aerodynamics Laboratory

This laboratory is responsible for low-speed fluid dynamics research and development pertaining to aircraft design and development, wind power generation, ground vehicle aerodynamics, wind effects on civil structures, urban wind climate, wind tunnel development, and contract research for the aircraft industry and the Department of National Defence in the field of aerodynamics.

Public Safety Project Office

This office acts as the NRC management centre for research projects concerned with public safety, with particular reference to the needs of the Canadian Association of Chiefs of Police and the Solicitor General of Canada. Its activities are concerned with crime countermeasures, public and police personal safety, equipment improvements and the detection of explosive ordnance devices.

Structures and Materials Laboratory

The laboratory is responsible (with particular emphasis on the needs of the aviation industry and defence) for research and development work on the static and dynamic performance of structures and materials. Other subjects of on-going research include single-camera real-time photogrammetry, aircraft flight load statistics, non-metallic composite materials, accident investigation, computational stress analysis, aeroacoustics, and a load and acceleration calibration service.

Unsteady Aerodynamics Laboratory

The laboratory has responsibility for research on the dynamic stability of aircraft and missiles, the development of new wind-tunnel dynamic test equipment and techniques, and for research on wings and bodies at hypersonic speeds. It also has ongoing projects concerned with trace vapour detection in particular reference to explosive devices and aviation security.

Division of Physics

The division comprises ten sections and the Director's Office.

Director's Office

The Director's Office is responsible for the administration and operation of the division by directing and correlating activities in the areas of policy, planning, program forecasting, estimates, calibration, contracts. It contributes to the main functions of the division, which are to provide services and support in the physical sciences to aid Canadian industrial development; to conduct research in selected areas of physics applicable to long-term Canadian problems; to conduct research directed toward the improvement of social conditions for Canadians; to provide national facilities to the Canadian scientific community; and to perform basic and applied research both to support these roles and in the pursuit of knowledge.

Acoustics Section

The section conducts research on acoustics in areas related to health, the environment and industrial technology.

Electrical and Time Standards

The section carries on research in the fields of direct current standards; rf and microwave standards; electrical instruments; reactance standards; Josephson effect; cesium beam primary frequency standards; hydrogen maser frequency standards; secondary frequency standards and time scales; frequency calibration facilities; also responsible for time dissemination and CHU shortwave station.

Heat and Thermometry

This section maintains, improves and disseminates Canadian temperature standards. It also supports industrial thermometry through consultation and occasional development of instruments for measuring temperature or temperature-related quantities; develops instruments for physical and biological measurements in the ocean and transfers the resulting technology to Canadian industry; operates a divisional computer service; and carries on research into computer systems.

High Energy Physics

This section studies the subnuclear structure of matter. The basic blocks of matter have recently been shown to be the up and down quarks and the electron. These constituents are divided into quarks and leptons with the weak, electro-magnetic and strong forces governing their interactions. This section is studying the weak force at TRIUMF using the TPC, the weak and strong forces at CERN with the OPAL detector at LEP and at the Tagged Photon Lab at FNAL; and the strong force in emulsion research at Berkley.

Laser and Plasma Physics

The section works on high power laser development; excimer laser studies; generation and detection of ultrashort laser pulses; high power CO_2 laser-plasma interactions; laser-produced plasma diagnostics; visible, near infrared and X-ray streak camera development; and numerical studies of laser-plasma interactions.

Length and Mechanical Standards

This section conducts research into primary length standards; primary mass standards; length and mass secondary standards and derived measurement; laser frequency stabilization and measurement; and non-linear optical mixing.

Photometry and Radiometry

The section carries out research into photometric standards; colorimetric standards; performance characteristics of photoelectric receivers; spectrophotometry; spectroradiometry; absolute radiometry; reflectance standards; measurement of gloss; measurement of opacity; colour difference evaluations; colour vision; performance of optical systems; properties of optical materials and components; properties of photographic materials; design of optical systems; and solar simulation.

Photogrammetric Research

This section carries out research on analytical on-line photogrammetry; satellite photogrammetry; electronic photogrammetric control systems, automation; geodetic problems related to photogrammetry; computational programs; orthophoto and stereo-orthophoto techniques; basic geometry of aerial photographs; non-cartographic photogrammetry.

Materials Physics

The section performs research to increase the understanding of the role of defects in determining the physical properties of materials, with emphasis on mechanical properties. A wide variety of experimental and theorectical methods is in use, and novel techniques are devised wherever necessary.

Ionizing Radiation Standards

This section develops and maintains standards for, and provides calibration services based on research into radioactivity standards; X-ray and gamma-ray exposure standards; absorbed dose calorimetry standards; and chemical dosimetry. In support of this it conducts research into radiation transport simulations; bremsstrahlung spectral measurements; radiation chemistry, and neutron dosimetry.

Plant Biotechnology Institute

The institute conducts research in plant cell technology, plant molecular genetics, and microbial productivity, bio-organic chemistry and plant products technology. It is made up of five sections and support services — the Administrative Office, Extramural Business Office, Research Illustration Group, Plant Engineering Services, Purchasing and Materials Group, NMR Facility, and Mass Spectroscopy Facility. These are operated to assist the research programs of the laboratory and to provide scientific assistance to other research agencies, business and to public organizations.

Administrative Office

The Administrative Office is responsible for the operation of the division, including planning, policy, budget, contracts and personnel.

Plant Products Technology

This project develops new crop treatment and plant cell processes, from laboratory scale up to industrially applicable scale. Special interests are large-scale methods for growing plant cells, cell production of alkaloids, and production of pharmaceuticals from plant cells.

Plant and Microbial Productivity

This project studies the biology, genetics and biochemistry of plants and micro-organisms. Special interests are the measurement of biochemical activity in plants, heritable energetic characters, plant-microbial symbiosis, photosynthesis and nitrogen fixation in green plants.

Bio-organic Chemistry

This project conducts research on the chemistry of cell regulants and on signal chemicals. Special interests are the analysis and synthesis of amino acids, proteins and nucleotides; the synthetic production and use of pheromones for insect pests; and on plant signal chemicals.

Plant Cell Technology

This project studies the biology and biochemistry of plant cells. Special interests include the study of plant tissue cultures, protoplasts, the production and propagation of superior plants, improvement of plant cell resistance to disease and stress, plant cell metabolism, molecular biology and cryobiology.

Plant Molecular Genetics

This project studies construction of use of RNA vectors for gene transfers in plants, DNA recombinant technology, genetic mapping and anaylsis, the introduction of foreign genes into plant cells, and gene expression.

Space Division

Executive Director's Office

This newly created division incorporates the Canada Centre for Space Science and the Space Technology Program Office of the National Aeronautical Establishment. The Executive Director's Office is responsible for the direction and administration of the Space Division. By directing activities in the areas of policy planning, program forecasting and estimates, it contributes to the main function of the Space Division which is to plan, co-ordinate and support the space science and technology activities within the NRC, notably the development of the Mobile Servicing Centre, Canada's contribution to the U.S. Space Station, the Canadian Astronaut Program and the support of space science in Canada.

Space Projects Office

This office manages the development of the Mobile Servicing Centre, the Canadian contribution to the U.S. Space Station. The function of the office is to define and control the activities carried out by various contractors, notably SPAR Aerospace, to manage all interactions with the U.S. National Aeronautics and Space Administration (NASA) and participating Canadian government agencies, and all interdivisional involvements within the NRC.

Space Research Operations Office

This office is responsible for the Canadian Astronaut Program, the User Development Program and space science activities.

Canadian Astronaut Program

This program defines and develops the experiments to be carried out by Canadian astronauts and ensures that their training program is complete.

User Development Program

This program defines and develops the Canadian Space Station user community by the sponsorship of experiments and the development of multi-purpose facilities to ensure a core capability to exploit the commercial benefits of the Space Station exists in Canada.

Scientific Planning and Evaluation Group

The group conducts planning to ensure the effective use of resources and to ensure effective response to opportunities for space research. The group solicits and evaluates proposals for funding of space science projects and reviews projects which are in progress to ensure that scientific objectives are being met and that project resources are being used effectively. Experiments are selected on the basis of scientific merit, technical feasibility and costs. The group co-operates with the Natural Sciences and Engineering Research Council (NSERC) to coordinate NRC and NSERC funding for space science.

Facilities Branch

The branch is a national facility providing services to industry, government and universities that assist basic and exploratory space science research. The branch is advertised as a national facility to the Canadian and international space science communities, and there are formal mechanisms that permit access to branch services.

Instrumentation Section

The section manages the development by industry of major space science instrumentation systems. This work involves mission analyses and system level engineering for the development of space science instrumentation for space shuttle and satellite flight environments. Instrumentation is being developed for charged particle detection, optical detection and imaging, radar imaging, radio frequency plasma wave measurements, magnetometry and earth currents. The section designs and develops computer networks for interactive scientific processing involving graphics, voice and data communications, and data networks for automatic collection of data from remote, unmanned observations.

Engineering Section

The engineering section manages the development by industry of instruments and instrument support systems for missions involving NASA "Payload of Opportunity" carriers such as Get Away specials and Hitchhiker payloads as well as missions for sub-orbital flight. Activities are principally directed towards the development of facilities for experiments on materials processing in space.

Manuals

- Manufacturers' literature in the form of engineering reports and technical memoranda
- Reference Manuals — NASA

Operations

The operations section is responsible for the phase-out of facilities in Churchill and Gimli, Manitoba which were previously used in support of the NRC's rocket and balloon program. In addition, the section is responsible for the development of selected instrumentation for future Canadian astronaut flights.

VICE-PRESIDENT (TECHNOLOGY TRANSFER)

The Vice-President (Technology Transfer) has responsibility for the Institute for Research in Construction (IRC) known previously as the Division of Building Research (DBR), the Canada Institute for Scientific and Technical Information (CISTI), Research Journals, and the NRC's Industrial Research Assistance Program (IRAP) of which the previous Program for Industry/Laboratory Projects (PILP) is now a part and which includes projects in other government laboratories. Other principal functions in this area involve the NRC's relations with industry in Canada and an office for Industry Policy Analysis.

Institute for Research in Construction

The division provides a research service to the construction industry in Canada. It is organized on a multidisciplinary basis to cover the subject areas of building services, building materials, structures, noise and vibration, fire, geotechnical, building performance, codes and standards, and information dissemination. A considerable amount of this information is published by the Institute on a continuing basis and is available from the Ottawa laboratories and the regional station in Saskatoon.

Director's Office

The Director's Office is responsible for the direction and operation of the division by managing and correlating activities in the areas of policy and planning.

Administration

The section provides the Director's Office and the staff of the division with support services in the areas of personnel, finance, purchasing, shops and building maintenance and registry.

Building Materials

The section provides basic information on the properties and behaviour of building materials, assists in the preparation of standards and specifications, develops test methods to evaluate the performance of various building materials and assists industry and other agencies in solving problems of national importance.

Building Structures

The objective of this section is to provide information on structural aspects that are common to all buildings, mainly to satisfy the needs of structural designers and building-code authorities. Studies of wind effects on full-scale and model-scale buildings and snow loads on roofs are given particular attention. Results of this work help in the continuing improvement of the design values used in the National Building Code and its supplements.

Codes and Standards

The group comprises three sections: the Codes Technical Section, which oversees the division's technical contributions to the committees responsible for the preparation of the National Building Code (NBC) and the National Fire Code (NFC), undertakes studies relating to the special needs of these codes, and provides technical assistance in the production of various code documents; the Codes Secretarial Service, which provides necessary secretarial support to the associate committee on the NBC, the associate committee on the NFC, the Canadian National Committee on Earthquake Engineering, and the auxiliary technical committees responsible to these associate committees; and editorial, translation, distribution and records units, which handle the production and distribution of the codes and their associated documents.

Building Services

The objective of this section is to provide the knowledge base required for the design and operation of building services, and the design of the building envelope for the control of heat and moisture. The building services aspect includes consideration of smoke control systems for tall buildings, aspects of the indoor environment, such as lighting and ventilation systems, and the application of advanced technology to the building industry. The building envelope considerations include evaluation and understanding of the thermal characteristics and performance of materials, components and systems, leading to standards, product development and proper design.

Fire Research

The section is responsible for conducting research aimed at reducing life and property losses by fire in Canada. High priority is given to subjects related to the National Building Code, because it is through building regulations that the greatest progress can be made towards the provision of fire safety.

Geotechnical Section

The section provides a research service to the construction industry of Canada in the use and behaviour of earth materials. Studies involve mineral and organic soils, peat, rock, permafrost, snow and ice, and the influence environmental factors and human activity have on these materials.

Instrumentation

The objectives of the unit are to provide expert advice and consultative services on instrumentation and system design to building research sections; to co-ordinate selection and purchasing of new equipment; and to provide technical support for the proper maintenance of instrumentation and related equipment.

Noise and Vibration

This section is concerned with problems of vibration and acoustics as they relate to buildings. Research proceeds at three levels: studies of basic physical processes of propagation of sound and vibration in buildings; studies of responses of people to sounds and vibrations in their environment and establishment of quantitative physical descriptors that correlate with human response; and development of standard methods of measurement of the requisite physical descriptors.

Prairie Regional Station

The Prairie Regional Station provides technical information to the construction industry in the three Prairie Provinces for improved design, construction and operation of buildings and other structures. This objective is pursued through applied research projects and technical information services. The Station provides a communication link between the design professions, the construction agencies, the users of buildings and the Institute's Headquarters in Ottawa.

Technical Information

This group has two main tasks: to provide library, editorial, drafting, photography and graphic art services to the division and to provide the construction industry with published information on building technology; and to promote technology transfer generally.

The library, which is a branch of CISTI, provides services to over 100 research staff of the Division of Building Research (DBR) and is available as a basic source of information for the construction industry. The publications unit is responsible for editing, processing and distributing all division publications. The graphics unit provides all drafting, photographic and graphic art services. Technical enquiries from the construction industry are answered by the technical information unit.

UFFI Unit

The objective of this unit is to provide the technical database required to effect a satisfactory resolution to the UFFI problem as it affects the habitability (indoor air quality), property value, structural integrity and occupant well-being of Canada's residential and/or non-industrial building stock.

NATIONAL RESEARCH COUNCIL OF CANADA

Canada Institute for Scientific and Technical Information (CISTI)

The Institute is Canada's national centre for scientific and technical information, consisting of a central facility and 16 branches that serve the laboratory divisions of the National Research Council.

Director's Office

The Director's Office is responsible for the administration and operation of the institute in fulfilling its mandate to provide the people and Government of Canada with scientific and technical information services.

Acquisitions Section

This section is responsible for acquiring, by purchase and exchange, all significant scientific, technical and biomedical information from worldwide sources. This includes books, periodicals, technical reports and conference proceedings in many languages and in different formats (e.g., printed or on film).

Branch Libraries

The 16 branch libraries provide scientific and technical information services to the various divisions of the National Research Council.

Cataloguing Section

This section is responsible for processing newly-received publications for the CISTI library by creating a computer-based descriptive record of each item. These records are then used by the clients to identify and locate items of interest by means of a computer terminal. The records are also available on microfiche.

Manuals

- Anglo-American Cataloguing Rules

Document Delivery Section

The section lends books and provides photocopies of articles to clients in response to requests. It is also responsible for providing information on the availability of translations of scientific and technical articles from foreign languages, and of publications that are difficult to obtain, such as official publications of foreign government departments.

Manuals

- Interlibrary Loan Code
- Library Telecommunications Code

Health Sciences Resource Centre

The centre is responsible for providing a library reference service on health-related topics and for co-ordinating Canada's use of the U.S. National Library of Medicine computerized information service for medicine (Medlars).

Information Services

The service provides scientific and technical information to the public in response to specific requests, using both computerized and manual searches of the literature. The section also operates a national on-line search capability for scientific and technical literature, (On-Line Enquiry System — CAN/OLE), as well as a national computerized current-awareness service (Selective Dissemination of Information — CAN/SDI), which regularly informs clients of the latest publications on a specified subject.

Manuals

- CAN/OLE User's Manual
- CAN/OLE Database Manual
- CAN/SDI Profile Design Manual

Publicity and Communications

This section is responsible for the production of such CISTI publications as the "Union List of Scientific Serials", for use by libraries throughout Canada. It is also responsible for a communications program to promote CISTI services.

Scientific Numeric Databases

These databases allow scientists to access and manipulate such scientific numeric data as infrared spectral data, thermochemical data, and crystallographic data.

Manuals

- CAN/SND User's Manual

Industry Development Office

Industrial Research Assistance Program (IRAP)

Initiated in 1962, IRAP is the oldest continuous government program providing stimulus for industrial development and technological innovation. Through a system of IRAP contributions, NRC provides financial assistance to cover the costs of salaries for company research staff engaged in approved projects. Participating companies provide the research facilities, and other expenses involved in the project, and retain all titles and rights to the results of the jointly-funded research. Contribution arrangements directed to the support of smaller projects are administered by a field staff located in various key centres across Canada (see Field Advisory Services IRAP-C). Until April 1985, larger projects were supported through a program arrangement known as IRAP-P. Following a merger of the IRAP-P support arrangement with the Program for Industry/Laboratory Projects in 1985, a combined program for support of larger collaborative projects was established under the name of IRAP Collaborative Projects.

Manuals

- IRAP brochure describing the field administered programs and their "Conditions of Support"

Industry Policy Analysis

This office carries out industry policy analysis and analysis of industry programs in anticipation of, and in response to, management requirements.

IRAP Collaborative Projects

The objective of the program is to bring about the application and use of scientific and engineering knowledge in situations in which significant economic and social benefits to Canada can be foreseen. It is a co-operative program between Canadian industry and the federal government, which offers financial contributions and assistance in the identification, development and marketing of technologies to which government or university scientific or engineering staff can make significant contributions. A new IRAP brochure for Collaborative Projects is under preparation.

EDP Systems

- Enquiry Index — an annual index prepared from a computerized listing of titles of enquiries answered by this unit

Field Advisory Service (IRAP-C)

The service provides scientific and technical advice, assistance and information to the Canadian manufacturing industry to help solve technical problems, improve production operations, increase productivity, develop new processes, products or markets, reduce costs and increase profits, and contribute to the economic and social development of the country. The engineers and scientists located across the country provide direct, in-plant, person-to-person contact with the firms — this is an essential element of successful technology transfer, particularly for small firms that have no engineering staff or other technical resources. (For field office locations, see Regional Contacts at beginning of chapter.)

Technology Advisory Service (IRAP-F)

This central advisory service provides direct support to field staff by providing specialized knowledge and skills and undertaking various field assignments. It helps identify opportunities resulting from technological development and promotes the utilization of research results in industry by facilitating access to NRC, federal and other resources. This group promotes foreign technology exchanges by helping companies identify, adapt and trade appropriate technologies.

Manuals

- Diagnostique — A Procedure for Analyzing the Needs of the Small Manufacturing Enterprise

Research Journals

The NRC publishes primary journals of research in various disciplines as a service to the scientific and engineering communities in Canada. The journals contain original reports of research written by scientists in Canada and abroad.

The publishing office is responsible for copy processing, setting of specifications for typesetting and printing contracts, production management, quality control, marketing and financial administration for the journals.

Manuals

- Instruction manuals for copy-editors

VICE-PRESIDENT (PERSONNEL AND ADMINISTRATIVE SERVICES)

The Vice-President (Personnel and Administrative Services) is responsible for the complete personnel function, including employment, collective bargaining and related personnel services. Other duties include all NRC central administrative services.

Computation Centre

The centre is a branch within the National Research Council that provides data processing services in support of divisional and branch research and administrative activities on a full cost-recovery basis.

Chief's Office

The Chief's Office is responsible for the administration and operation of the branch through the formulation and direction of centre policy, planning, forecasting, service rate structures and contracting.

Customer Service Section

The section is responsible for the analysis and development of user-requested application programs, user education and general assistance in the use of the Computation Centre's facilities and implementation of purchased software products.

Manuals

- Technical reference manuals from hardware manufacturers, and suppliers' specifications on the command structure for the operating systems, compilers and assemblers

Systems Section

Section activities include the maintenance and implementation of operating systems, the monitoring of hardware performance and the revision of software to obtain optimum hardware performance for the applications processed on the Computation Centre's computer system.

Communications Section

The section is responsible for the planning, selection, installation and maintenance of telecommunications products adapted to users' requirements.

Operations Section

The section is responsible for the computer system operation, magentic tape and disk library, and data-entry services.

Research Projects Support Office

The office is composed of two operating sections and supporting services. Its function is to undertake, on behalf of laboratories and program offices, the administration and reporting of NRC research and development contracted out to industry or universities.

Classes of Records

NRC/EXE-005
President's Office
Description: Information on visits, lectures, gifts, interviews; correspondence with the Minister; outside enquiries on selection of staff; correspondence and minutes on board memberships.

NRC/EXE-010
Council Secretariat
Description: Documents on council membership, meetings and agenda; review and advisory committees of council; divisional advisory boards; follow-up of council decisions; and correspondence with the Minister's Office, the Privy Council Office, Members of Parliament and the Senate Committee on Science Policy. Information on financial administration, management services, legal advice, patents, audits, associate committees and archival material. *Topics:* General administration; National Research Council committees; memoranda to Cabinet and decisions; history and archives; legal services; audits; associate committees; official languages, access to information and privacy; and affirmative action.

NRC/EXE-015
Executive Vice-President
Description: Working papers, memoranda and correspondence with federal and provincial government departments, universities and industry on research policy and planning as it concerns the mandate of the National Research Council. *Topics:* Research policy and planning; Tactical Studies Group.

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NRC/EXE-020

Public Relations and Information Services

Description: Information on general public information programs at the NRC. *Topics:* General administration; responses to enquiries from the media and general public; tours and visits, conferences and seminars; NRC publications, displays and exhibits; films and audio-visual material; graphics; photography; NRC open house.

NRC/EXE-025

International Affairs

Description: Information on visits to and from outside organizations, both within Canada and abroad; passport procurements for NRC staff; responses to requests for financial assistance; correspondence regarding international scientific exchanges and technical assistance to developing countries. *Topics:* Administration; finance; committees; international scientific exchanges; countries.

NRC/ARL-030

Director's Office

Description: Director's working files include material on the activities of projects, such as research and development and project planning; travel and conference files; NRC committees (e.g. Committee of Directors). *Topics:* General correspondence and files on research and development as it pertains to research projects; files by subject interest, e.g., ceramics, coal, aquaculture; general correspondence from various divisions within the NRC, by division; working files on Five-Year Plan; and forward planning.

NRC/ARL-035

Administration

Description: Correspondence, memoranda, requests, minutes, and technical reports. *Topics:* Plant engineering; requests (analyses, chemicals and cultures, scientific information); cultural organizations (conferences and symposia meetings); scientific societies and institutes; committees (health and safety, scientific committees); Seaweed Culture Station files (basically engineering and maintenance); unpublished manuscripts; financial services; and personnel files.

NRC/ARL-040

Analytical Methods and Services

Description: Information on scientific investigations and analyses and the management of the Marine Analytical Chemistry Standards Program and other analytical methods and services, including distribution of reference materials and reports. *Topics:* Research and development contracts; publications; mass spectral data; electron microscopy; X-ray diffraction; and electrophoresis. *Special Access Note:* Mass spectral data stored on 2T-12 sector discs (double density; 5 megabyte capacity), formatted for an INCOS data system.

NRC/ARL-045

Marine Biosciences

Description: Research files of published and unpublished data, reprints and information relating to research on structure, taxonomy, genetics, biosynthesis, membrane components and marine natural products. *Topics:* General correspondence; seminars; chemicals and equipment; algal metabolites; hydrocarbons; fatty acids; sterols; carotenoids; isoprenoids; aromatics; toxins; drugs; cyclic peptides; tetrapyrroles; biosynthesis; 13C nuclear magnetic resonance (NMR) spectroscopy; mass spectrometry; chromatography; synthetic techniques; and chemotaxis.

NRC/ARL-050

Biological Chemistry

Description: Correspondence, memoranda and technical reports on the development and application of nuclear magnetic resonance techniques and the use of stable isotopes for the solution of biological and chemical problems. *Topics:* Nuclear Magnetic Resonance (NMR); biological, synthetic and chemical applications; instrumentation techniques; theory; biosynthetic studies of natural products from algae, fungi, bacteria; chemical studies of natural products, organic and inorganic compounds.

NRC/ARL-055

Industrial Materials and Processes

Description: Working files in areas of metallurgical chemistry, coal and ceramics. *Topics:* Correspondence; minutes and proceedings of meetings; research agreements or contracts; technical reports; and bibliographic material on metallurgical chemistry.

NRC/ARL-060

Microbiology

Description: Correspondence and working papers on algology and microbiology. Working files on isolation, identification and ecology of soil fungi and lichens, structure determination and toxicity of fungal metabolites. *Topics:* Chemistry of lichen substances; taxonomy and distribution of peat mosses; infrared and mass spectra of lichen substances; nuclear magnetic resonance spectra; collection of peat mosses from Canada; taxonomy and ecology of soil fungi; production and isolation of fungal toxins; structure determinations; toxicity of fungal metabolites.

NRC/BSC-065

Administration

Description: Documents on the operation of the individual laboratory sections such as project planning and reports, program forecasts, studies in industrial microbiology, travel and seminar information. *Topics:* General correspondence, policy, visits, technical enquiries, administration and operation, technical support — e.g., supplies and equipment, and safety committee.

NRC/BSC-070

Cell Physiology

Description: Information on cell physiology, cell proliferation and biochemistry.

NRC/BSC-075

Animal Care and Research

Description: Information on the basic care and health of research animals and on immunological research in relation to animals. *Topics:* General correspondence and policy on animal care and research.

NRC/BSC-080

Microbiology

Description: Information on microbiology, research related to the production of fuels and feed stock from biomass (especially cellulose) and the storage of fruit and vegetables. *Topics:* General correspondence; fermentation processes and products; microbial physiology and metabolism; enzymology; transport phenomena; cell division; continuous culture; anaerobis; immobilized cells and enzymes; culture collection; cellulosics; bioreactors; energy; methane; alcohol; liquid fuels; fruit and vegetable storage.

NRC/BSC-085

Biomathematics

Description: Correspondence and laboratory notebooks containing information on statistical analysis and mathematical modelling. *Topics:* Biomathematics; statistics; computer modelling; deconvolution.

NRC/BSC-090

Cell Biophysics

Description: Information on research activities in cellulose biosynthesis, methanogenic bacteria, macromolecules and biophysics generally. *Topics:* Biophysics; macromolecules; methanogenic bacteria; microfibrils; cellulose biosynthesis; electron microscopy.

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NRC/BSC-095
Ecotoxicology
Description: Information on the mechanisms of action of toxic organometals at the tissue, cellular and subcellular levels and the movement of toxic chemicals through environmental pathways. *Topics:* Toxicity of organometals; environmental contaminants.

NRC/BSC-100
Animal Physiology
Description: Information on the neural and hormonal control of energy balance in mammals. *Topics:* Energy balance in mammals; obesity; brown adipose tissue.

NRC/BSC-110
Immunochemistry
Description: Information on immunology and immunochemistry. *Topics* Antigens; antibody; pathogenic bacteria; hybridomas; diagnostics; vaccines.

NRC/BSC-115
Molecular Biochemistry
Description: Information on studies on the structure, interaction and dynamics of biologically active proteins. *Topics:* Enzymes; enzyme-substrate interaction; proteins; enzyme catalysis; Raman spectroscopy; fluorescence spectroscopy; circular dichroic spectroscopy.

NRC/BSC-120
Molecular Biophysics
Description: Information on research involving the use of NMR resonance and ESR techniques. *Topics:* Structure — function relations; cell membranes; metabolism; NMR spectroscopy.

NRC/BSC-125
Molecular Genetics
Description: Correspondence and memoranda relating to recombinant DNA, yeast genetics and protein sequencing. *Topics:* Genetic engineering; recombinant DNA; gene expression; protein secretion; enzyme production.

NRC/BSC-130
X-Ray Crystallography
Description: Information on crystal structures, X-ray analyses and protein work. *Topics:* X-ray crystallography; crystallographic computing. *Storage Media:* Computer printouts and X-ray films.

NRC/BRI-135
Administration
Description: Material under control of this office includes documents relating to the operation of the individual laboratories such as space, policy planning, reports, travel, seminars, general information. *Topics:* General correspondence, policy, visits, seminars, staffing, administration, research and development studies, supplies, equipment.

NRC/DSP-140 *Formerly Identified as:* NRC/CCS-140
Administration
Description: Correspondence, memoranda and reports related to project planning, program forecasts, international co-operation and the overall operation of the Canada Centre for Space Science. *Topics:* Committees — Advisory Group on Priorities, Scientific Planning Group and teams; co-operation and liaison — countries (France, India, U.K., U.S.), international organizations (Cospar, NASA, UN), industries, universities; licences and permits; organization and planning; reports and publicity.

NRC/DSP-145 *Formerly Identified as:* NRC/CCS-145
Scientific Planning and Evaluation
Description: Information pertaining to programs supported by CCSS funds, evaluation reports, records of planning and other meetings: general correspondence, minutes and proceedings, memberships, long-term planning and direction and international interactions. *Topics:* Plans for space science in Canada; satellite projects; Space Science Evaluation and Planning Group (SSEPG). *Retrievability:* Files arranged by subject, type of program, government department, university, company and country.

NRC/DSP-150 *Formerly Identified as:* NRC/CCS-150
Instrument Development
Description: Information on the development of space science instruments: correspondence, memoranda, contracts, studies, planning reports related to administration, finance, equipment and supplies, and co-operation with other agencies. *Topics:* CANOPUS; Data Analysis Network; Energetic Ion Mass Spectrometer; Viking UV Imager; Waves in Space Plasma/High Frequency; Wide-Angle Michelson Doppler Imaging Interferometer.

NRC/DSP-155 *Formerly Identified as:* NRC/CCS-155
Engineering Administration
Description: Correspondence, memoranda, technical reports, intergovernmental and interagency agreements, technical enquiries, operational plans and committee minutes on the operation and maintenance of space research facilities and the provision of engineering support for scientific rockets and balloons. *Topics:* Operations; balloon programs; data processing; eclipses; operation in other locations; range safety; satellites; support by other organizations; use of CCSS facilities.

NRC/DSP-160 *Formerly Identified as:* NRC/CCS-160
Operational Engineering and Projects
Description: Information on the items required to provide support to the space science community: it consists of general correspondence, minutes of meetings, technical definitions, equipment performance reports (technical), engineering studies and data processing on topics such as rocket projects and telemetry.

NRC/DSP-161 *Formerly Identified as:* NRC/CCS-161
Equipment and Facilities
Description: Information on the planning, equipping, manning and use of space science research facilities in Canada. *Topics:* Correspondence on administration and policy; technical enquiries and replies; contract documentation; intergovernmental agreements; hardware engineering and development; rocket, balloon and satellite programs; minutes of meetings, seminars; international meetings; operations; balloon programs — large, small balloons; data processing; eclipses; operation in other locations; range safety; satellites; support by other organizations; use of CCSS facilities.

NRC/DCH-165
Administration
Description: Correspondence, memoranda, and reports relating to the operation of the laboratory sections, and the provision of scientific assistance to business, the general public and other agencies. *Topics:* General files — correspondence, technical enquiries, visits, lectures, seminars, publications, inventions; tests for outsiders; research.

NRC/DCH-170
Analytical Chemistry
Description: Correspondence, memoranda and general enquiries on analytical methods and analysis problems. *Topics:* General correspondence; trace analysis — emission; X-ray; atomic absorption; organic and spark source mass spectrometry; inductively coupled plasma analysis.

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NRC/DCH-175
Chemical Engineering — Spherical Agglomeration
Description: Reports, correspondence and memoranda on membrane separation processes, spherical agglomeration, particle size enlargement, beneficiation of coal, the upgrading of ores, and the application of the relevant technologies to industrial problems. *Topics:* General correspondence; reverse osmosis; ultrafiltration; recovery of coal fines; fluid-particle technology; emulsions: coal-oil mixtures.

NRC/DCH-180
Chemical Physics Spectroscopy
Description: Correspondence, reports and memoranda on semiconductors, electron spin resonance spectroscopy and transient phenomena. *Topics:* General correspondence; electronic properties; semiconductor films; photovoltaics; carrier generation; transport properties, sputtering.

NRC/DCH-185
Colloid and Clathrate Chemistry
Description: Memoranda, reports, general enquiries; requests from industry on separation problems; colloids; particles. *Topics:* General correspondence; spherical agglomeration; oil sands bitumen separation; dielectric properties; NMR; clathrate hydrates.

NRC/DCH-190
High Polymer Chemistry — Plastics
Description: General enquiries, reports and correspondence on polymer science, stereoregular polymers, plastics and rubbers. *Topics:* General correspondence; ionic polymerization mechanisms; block polymers; star polymers; characterization of stereoregular polymers; NMR; catalytic complexes.

NRC/DCH-195
Hydrocarbon Chemistry
Description: General correspondence, memoranda and reports on the autoxidation of liquid hydrocarbons and the efficacy of anti-oxidants. *Topics:* Hydrocarbon research; free radicals; chain reactions in the liquid phase; reaction-rate constants; ESR spectroscopy; the chemistry of free radicals in solution; Vitamin E.

NRC/DCH-200
Kinetics, Catalysis, ESR Spectroscopy
Description: Correspondence, memoranda and reports on chemisorption, catalysis, ESR spectroscopy and air pollution problems. *Topics:* General correspondence; hydrocarbon research; free radicals; ozone layer; photochemical smog; electron paramagnetic resonance; heterogeneous catalysis; fluorine-containing radicals; and carbonyl compounds.

NRC/DCH-205
Laser Chemistry
Description: General correspondence, memoranda, reports relating to laser applications and isotope separation. A significant portion of this information is contained in laboratory notebooks. *Topics:* General correspondence; industrial contracts; laser isotope separation; uses of lasers industry; metal atom reactions.

NRC/DCH-210
Metallic Corrosion and Oxidation
Description: Correspondence, memoranda and reports on metallic corrosion and oxidation, and replies to general and specific requests for assistance from industry and government on these subjects. *Topics:* General correspondence; corrosion of metals; formation of oxides on metals; electrochemistry; electron microscopy; Mossbauer spectroscopy; surface film characterization.

NRC/DCH-215
Molecular Spectroscopy
Description: Correspondence and memoranda relating to research and requests for information on vibrational spectroscopy, techniques and computer programs. *Topics:* General correspondence; infrared spectroscopy; Raman spectroscopy; Fourier transform infrared spectroscopy; membranes.

NRC/DCH-220
Organic Chemistry
Description: Correspondence concerning the general administration of research activities, chemical synthesis, scientific collaboration and the publication of scientific reports. *Topics:* Carbene chemistry, free radical chemistry, organometallic chemistry, thermochemistry, kinetics, synthesis, deuterium labelling, steroids and alkaloids.

NRC/DCH-225
Photochemistry and Kinetics
Description: Correspondence, memoranda and reports on gas-phase kinetics; reactions of atoms, radicals and other transient species. *Topics:* General correspondence; research on mass spectroscopy; photochemistry; photophysics; infrared chemiluminescience; laser isotope separation.

NRC/DCH-230
Reaction Intermediates
Description: Correspondence, reports and memoranda relating to transient species, laser techniques and luminescent materials. A substantial amount of this information is contained in laboratory notebooks and journal publications. *Topics:* General correspondence; properties of reaction intermediates; laser techniques; fluorescence and phosphorescence.

NRC/DCH-235
Solid State Chemistry — Metals
Description: Correspondence and memoranda on metals, alloys, etc., their properties and characterization techniques. *Topics:* General correspondence; magnetism; metals and alloys; electrons in metals; amorphous metals; hydrides; thermodynamics; X-ray diffraction; crystallographic structures.

NRC/DCH-240
Textile Chemistry — Fiber Science
Description: Reports, correspondence and memoranda relating to research in textile chemistry, including general enquiries, requests for information and assistance from industry and other government departments. *Topics:* General (enquiries, visits, lectures, papers, publications, seminars); research in textile chemistry; textile research for companies, industry and government; polymer photochemistry; UV stabilization; morphology; X-ray diffraction; flammability; flame retardants.

NRC/DCH-245
Theoretical Chemistry
Description: Correspondence, memoranda and reports relating to the above research activities. *Topics:* General correspondence; dynamics of liquids and solids; structure-function relationships; biomathematics; radiationless transitions; vibronic coupling; molecular physics; condensation phenomena; resonance Raman scattering.

NRC/DEE-250
Administration
Description: Information related to the operation of the individual laboratory sections and support services in the division. *Topics:* General correspondence, policy, administration and operation, divisional committees, equipment and supplies, technical enquiries and unsolicited suggestions, visits, lectures, seminars, exhibits, displays; review of manuscripts, articles for publication in outside

journals, requests for copies of scientific papers, hospital engineering publications, Journal of Vacuum Science and Technology; laboratory orders, assistance to outsiders and universities, correspondence and investigations of electrical fires, accidents and failures, instrumentation co-ordination, correspondence between other government departments and the division; policy and general correspondence for the development workshops, drafting and photography section.

NRC/DEE-255

Computing Technology

Description: Information on the research program includes work in three related areas — robotics, computer graphics and image processing. Robotics technology is towards advanced automated systems. Activity includes work in multiprocessor sytem architectures for realtime computing, in sensor-based control and in applications of artificial intelligence. Research in computer graphics is directed to the development of a simulation workstation for robotics task planning. Image processing research explores new techniques for image analysis and recognition with recent increasing emphasis on applications in robot vision. *Topics:* Policy; general correspondence; image processing; data analysis; computer graphics and computer aided design; intelligent robotics; industrial activities.

NRC/DEE-260

Electromagnetic Engineering

Description: Information on research projects related to fundamental and applied problems in electromagnetic radiation and antenna theory; promoting the use of microwave energy for industrial heating and drying applications and the processing of food and agricultural products; studying at microwave frequencies the polarization effects of precipitation on communication and radar systems; developing methods and maintaining facilities for the design and evaluation of antennae and radiating systems and for the analysis of electromagnetic interference; and developing mathematical techniques for the solution of fundamental problems in electromagnetic and mathematical theory. *Topics:* Policy; general correspondence; television; precipitation radar; microwave heating and drying; hail research (Alberta); microwave and high-frequency measurements and standards; tests for outsiders.

NRC/DEE-270

Phototonics and Sensors

Description: Information on research projects related to instrumentation and software for intelligent robotic subsystems, sensor development, signal processing, digital instrumentation, fibre optic sensors and integrated optic sensors. *Topics:* Policy; general correspondence; sensor development; signal processing; digital instrumentation; photovoltaic systems; fibre optic sensors; integrated optic sensors.

NRC/DEE-275

Information Science

Description: Information on database systems for flexible manufacturing, database computers, microcomputer-based workstations and user support tools for the economic creation and delivery of computer-based training, a generic topic of knowledge-based systems, in order to develop a base for a broad range of applications. Anticipated benefits are in the areas of industrial expansion and social impact and include acquisition and dissemination of knowledge in information technology as applied in the target areas, early implementation of new industrial design and production technology through application of information technology to training of operating staff, support for application of automation in the Canadian manufacturing industry and support for development of a Canadian industry built on knowledge-based technologies. *Topics:* Policy; general correspondence; touch sensitive x-y encoder; information retrieval and documentation; research on computer-aided learning and research on CAD/CAM.

NRC/DEE-280

Medical Engineering

Description: Information on research projects related to specialized instruments and techniques required in the medical field, such as the development of technical aids for the handicapped, the measurement and study of the effects of ultrasound and electric current flow on body tissues, biological information enhancement (the enhancement of the intellectual capabilities of the health worker and physiological investigator), and orthopaedic engineering — biomechanical and biomaterial sciences as related to the fields of implant technology, orthopaedic surgery and rehabilitation. *Topics:* Policy; general correspondence; guiding devices for the blind; medical electronics; echo-encephalography; aids to the handicapped; prosthetics and orthotics research; reference catalogue; ultrasound; communication aids; Rehabilitation International; body signals; biomedical engineering activities in Canada; Advisory Committee on Technical Assistance to the Handicapped; operation of rehabilitation technology unit.

NRC/DEE-285

Power Engineering

Description: Information on research projects related to instrumentation and standards associated with the Canadian electrical power industry, HV impulse measurements, partial discharge measurements, the aging of solid dielectrics and testing and simulation relating to the effects of a nuclear electromagnetic pulse. *Topics:* Policy; general correspondence; electrical utilities; high-voltage research; dielectric research; interlaboratory comparisons; lightning research at the CN Tower, Toronto; high-voltage radio interference; energy-related research and development; and tests for outsiders.

NRC/DEE-290

Rehabilitation Technology Unit (Toronto)

Description: Information on the administration and operation of the Rehabilitation Technology Unit (RTU) and on research projects related to developing and providing aids for the handicapped. *Topics:* Administration — general correspondence, visits, publications, papers and talks, conferences and seminars; Canadian Rehabilitation Council for the Disabled (CRCD) Technical Aids Committee; Canadian Board for Certification of Prosthetists and Orthotists; Canadian Association of Prosthetists and Orthotists; International and Ontario Society of Prosthetists and Orthotists; British Institute of Surgical Technologists; marketing — CRDC Operations; general correspondence, correspondence between RTU and CRDC, between RTU and the Canadian Rehabilitation Organization, between RTU and Foreign Rehabilitation Organization, between RTU and manufacturers and suppliers; testing and evaluation of commercial rehabilitation devices; research projects — general correspondence, switches (touch, pneumatic, lever, pedal, button, other input, photoelectric, manual joystick, mouth joystick), typing aid, mounting devices, telephone, message pointer, dynamic seat, radio tuning motor, personal nerve stimulator, head pointer.

NRC/DEN-295

Administration

Description: General documentation on energy research and development within NRC, including planning documents, interdepartmental collaboration, public information, visits, seminars. *Topics:* Correspondence; policy; enquiries; visits; lectures; reviews; articles for publication; seminars; inventions; meetings; exhibits; reports; committees; research — in-house energy conservation program.

NRC/DEN-300

Biomass Energy

Description: Correspondence, memoranda and reports on biomass energy research — agricultural sources, forest sources, harvesting technology, conversion technology, alternative liquid fuels. *Topics:*

Enquiries, contractor workshops, ethanol, methanol, peat; contracts; contractors' reports; co-operation and liaison with industry.

NRC/DEN-305
Fusion Energy
Description: Working papers, correspondence, enquiries, related to all aspects of fusion energy research and development, especially to magnetic confinement technology of tokamak, fusion fuels (tritium) technology, and inertial confinement technology with lasers. *Topics:* Correspondence, reports, presentations, conferences, committees, interdepartmental liaison; fusion program IV.3; KMS Fusion Inc.; contractors' reports; laser fusion facility studies.

NRC/DEN-310
Solar Energy
Description: Correspondence, memoranda, reports, and contracts related to research on solar systems — thermal, photovoltaic, agricultural — and to specific solar components. Significant information is recorded in the form of contractor reports. *Topics:* Administration; federal-provincial agreements; fundamental studies; resource assessment; advanced scientific projects; industrial technology and product development; systems trials and demonstrations; agricultural applications; analysis and design methods; monitoring; tests and standards; information and liaison; Solar Purchase Program: heat pumps.

NRC/DEN-315
Wind Energy
Description: Working papers, correspondence, enquiries, contractor reports on all aspects of wind energy research and development, especially resource assessment, field trials and prototype development. *Topics:* Correspondence, reports and presentations, conferences, economics and wind energy, committees, interdepartmental liaison, unsolicited proposals and inventions; wind energy resource assessment; wind energy research (performance analyses, structural analyses, Atlantic Wind Test Site; environmental interaction, materials, standards); wind energy field trials; megawatt prototype (AEOLUS).

NRC/DEN-320
Heat Pumps
Description: Correspondence, enquiries, contractors' reports, meeting, conferences, workshops, interdepartmental liaison, committees related to all aspects of heat pump research. *Topic:* Heat pump research.

NRC/DEN-325
Hydrogen and Energy Storage
Description: Documentation on hydrogen and energy storage research and development, including committees, interdepartmental collaboration, federal-provincial agreements and international liaison. *Topics:* Correspondence, enquiries, inventions, reports, meetings, conferences, workshops; Hydrogen Industry Council / 1458-6; Hydrogen Research / 2458-5; Canadian Hydrogen Association / 1453-173 IEA (International Energy Agency) — Hydrogen / 1465-5-24; International Association for Hydrogen Energy / 1459-136; Advisory Committee on Hydrogen and Electrochemistry — Hydro Quebec / 1490-10-10; Proposed Institute of Electrochemistry / 9000-22.

NRC/DEN-330
Peat Program
Description: Correspondence, enquiries, contractors' reports, meetings, conferences, workshops, committees related to all aspects of peat research. *Topics:* General correspondence; McNamara construction; Peat Forum.

NRC/HIA-335
Administration
Description: Correspondence, memoranda pertaining to policies, contracts, contributions, special projects, program forecasts and other administrative matters as they apply to the operation of each laboratory section and the Canada-France-Hawaii Telescope. *Topics:* Administration (general correspondence, enquiries, visits, lectures, talks and papers, review of manuscripts, theses for outsiders, seminars and colloquia, unsolicited suggestions and ideas submitted to HIA, exhibits and displays); research — general; Canada-France-Hawaii Telescope (CFHT) Board of Directors; contracts with CFHT; CFHT Canadian Project Office; miscellaneous work done for outsiders.

NRC/HIA-340
Astronomy
Description: Correspondence, memoranda and working papers connected to the topics listed below. *Topics:* Policy, correspondence; 46-meter telescope; long baseline interferometry; solar radio noise; joint solar observing programs; solar maximum year; requests for observing time on telescope (other than ARO); visits to ARO; long-range planning; meals and board; instrumentation; application for observing time; data processing; Ottawa River Solar Observatory.

NRC/HIA-345
Distinguished Research Scientist
Description: Information in these files pertains to the Distinguished Research Scientist Section; they also contain general correspondence on molecular spectroscopy.

NRC/HIA-350
Dominion Astrophysical Observatory
Description: Data and general correspondence on astronomy related to observations and research on various stars and galaxies, design, testing and construction of various instruments, optics and sites. *Storage Media:* Photographic plates, computer printouts, magnetic tapes and disks, publications and reprints.

NRC/HIA-355
Planetary Sciences
Description: Correspondence, memoranda related to the topics listed below. *Topics:* Policy; general correspondence; auroral research; meteor research; rocket research; non-meteoritic sightings; auroral radar; planetary sciences field stations; Meteorite Observation and Recovery Project; upper atmosphere research data; astronomy and aeronomy; Aeronomy Newsletter; continuing observations of meteor phenomena; infrasound generated by meteors; continuing observations of auroral phenomena; infrared airglow research; thermal plasmas in the ionosphere; plasma studies in the magnetosphere; eclipse effects in the ionosphere; theoretical modelling of geomagnetic pulsations; experiment for shuttle spacelab; infrasonic research.

NRC/HIA-360
Radio Astronomy (Algonquin Radio Observatory, Lake Traverse, Ontario)
Description: Correspondence, memoranda and radio maps. *Topics:* General correspondence; operation and administration; fires and fire protection.

NRC/HIA-365
Space Physics
Description: Information on basic research in space physics. *Topics:* General correspondence; auroral processes; Birkeland currents; cosmic rays; ionosphere; magnetosphere; space plasmas; McKay Street Cosmic Ray Laboratory.

NRC/HIA-370
Spectroscopy
Description: General correspondence and information related to spectroscopic research. *Topics:* Policy; infrared spectra of polyatomic molecules; electronic spectra; vibrations in polyatomic molecules; spectra of molecular ions; laser-Stark and laser-Zeeman methods scanning infrared lasers; use of double resonance and two-photon spectroscopy.

NRC/IMR-380
Administration
Description: Documents on the operation of the individual laboratory sections such as project planning and reports, program forecasts, research and development on industrial materials, travel and seminar information, replies to technical enquiries, and records on technical support — i.e., supplies and equipment, safety committee. *Topics:* Administration; liaison (with associations, industries, foreign countries, universities, federal departments, and provinces); Government Industrial Assistance Programs; finance; budget; operations-general; projects and project evaluations; tests; and technology.

NRC/IMD-385
Marine Transportation Technology
Description: Administration and operational files, general technical correspondence, working and correspondence files containing technical and administrative detail of marine transportation research studies and participation in societies, associations, conferences and government interdepartmental committees and working groups. *Topics:* Administration — policy, general correspondence, visits, lectures, exhibits; conferences and seminars; co-operation and liaison (with other government departments, universities, associations, clubs and societies, and foreign countries); buildings and properties; equipment and supplies; finance and personnel, operational — policy, general correspondence; research and development (general, for industry and for government).

NRC/DME-390
Administration, Research, Testing
Description: Information and correspondence on the operation of the individual sections and their interactions with each other, private sector clients and other government departments; the planning, controlling and reporting of projects and programs; and the forecasting and use of financial, physical and human resources. *Topics:* Policy; general correspondence; enquiries; administration and operations of Western Laboratory; visits, lectures, papers and talks; review of manuscripts and theses of staff; articles for publication; seminars; laboratory orders; firms offering testing, shop work, manufacturing assistance and facilities; exhibits and displays; inventions submitted; newsletters; photographs and publicity; pollution — general correspondence; Alexander Graham Bell Museum, Baddeck, Nova Scotia; monuments; divisional project management system; finance policy; general finance correspondence; equipment and supplies by sections; research by subject; research collaboration with industry; tests.

NRC/DME-395
Systems Laboratory
Description: Information on the technology of computer modelling and simulation: facility development, hardware, software, methods and applications. Correspondence, memoranda and reports on the industrial and medical applications of automatic control and human factor studies information on computer modelling and simulation, distributed control and data highway development, communication characteristics of the human operator and collaborative studies with universities and government departments. *Topics:* General correspondence; technical enquiries; laboratory operation; digital and hybrid computing; trip reports by staff; research projects. Policy; technical enquiries; orthopedic and prosthetic appliances; heat exchange for brain cooling; specific control problems on copper refining; applications of fluid amplifiers; pattern recognition; effect of microwave radiation on birds; controlled wound healing; freeze-drying units; spinal cord cooling and monitoring; Transport Canada plate load test equipment; consultation with ND Directorate on support vehicles; Queen's University — interdisciplinary collaboration.

NRC/DME-400
Engine Laboratory
Description: Correspondence, memoranda, reports, related to research on air cushion technology; energy conserving automotive power plants and fuels; aerodynamics and heat transfer in cooling of internal combustion engines; bearing design and operation, vibration prediction measurement techniques; gas turbine engines; aerodynamic theory and performance of turbo and reciprocating machinery, and on acoustics of machinery. *Topics:* Policy; general correspondence; enquiries; administration and operations; reports and publications; compressor design and performance of centrifugal compressor; engines — internal combustion; Vertical Take-Off and Landing (VTOL) fan-in-wing; VTOL propulsion tunnel; ceramic foam material; hybrid power plant system for automotive vehicles; air cushion hoverbed geriatric bed; icing research; fan testing rig investigations; rotor dynamics; hydrostatic bearings aeroacoustics; tests for outsiders.

NRC/DME-405
Fuels, Lubricants and Associated Products
Description: Information on the section's administration, research and development work, committee correspondence, miscellaneous enquiries and test work. *Topics:* Policy; general correspondence; enquiries; operations and administration; pollution — air, water; unconventional automotive fuel; publications; static charging of distillate fuels; work done for other divisions; diesel hydraulic propulsion unit; combustion and propulsion; bearing life of rotating electrical components; detection of explosives; tribology research; storage test of petroleum products; fuels and lubricants; re-refined oil; tests for outsiders; research and development — air, land and sea; Quality Engineering Test Establishment.

NRC/DME-410
Engineering Gas Dynamics and Plasma Dynamics
Description: Correspondence and reports related to the laboratory's internal research and co-operative programs with industry in the project areas of combustion, turbines, fans and compressors, internal aerodynamics, high pressure water jet technology, heat transfer, test facilities, experimental and theoretical plasma dynamics, numerical methods in plasma dynamics, and the application of fluid and plasma dynamics to industrial processes. *Topics:* Policy; general correspondence; general enquiries; administration; radio isotopes; liaison with universities; reports and publications; high temperature by means of shock waves; flow losses in ducts and bends; air bearing applications; two-phase heat transfer; Gas Turbine Locomotive Project; fuels and oil-quality reports; high pressure ratio turbine stages; water jet cutting; VTOL propulsion tunnel — Vertical Take-off and Landing (VTOL) research; combustion research; flaw detection in hot steel billets; thermo spraying; pump test facilities; tests for outsiders; industrial research and development; loan and disposal of equipment to outsiders.

NRC/DME-415
Hydraulics
Description: Correspondence, memoranda on research studies pertaining to coastal and offshore engineering problems, including ocean energy. Raw data are kept in notebooks or on graphs and magnetic tapes (e.g., model tests); analyzed data are recorded in laboratory reports or files. *Topics:* Policy; general correspondence; enquiries; administration; computer-related correspondence; Computer Data Acquisition System (GEDAP); development of porous breakwater; pollution study — Ottawa River Hydraulic

Laboratory; St. Lawrence Waterway Project — heat and ice studies; Sept-Îles Numerical Model Study; studies of Rideau River at Mooney's Bay; wave climate studies; wave forces; ice; motion of floating structures; ocean energy; Technical Advisory Committee — Beaufort Sea Artificial Island; tests for outsiders; research and development.

NRC/DME-420
Low Temperature Laboratory
Description: Information on research related to engineering problems resulting from low temperature, snow and ice, primarily in the transportation field; also on test projects carried out for, or in collaboration with, industry, other government departments, and foreign government agencies. *Topics:* Policy; general correspondence; enquiries; operation and organization; research on icing of fishing vessels; icing protection helicopters; general aircraft icing problems; icing protection of instruments and controls; investigation of absorption refrigeration systems; research on cold starting of engines, icing detectors, railway and track switch protection, cold weather problems, snow removal methods and problems, thermal refrigeration cycles, adhesion and removal of ice substrates, heat pumps, and sea ice dynamics; tests for outsiders — in cold chamber, in high-speed icing wind tunnel, in low-speed icing wind tunnel, in helicopter spray rig; research and development.

NRC/DME-425
Designing and Manufacturing Technology
Description: Correspondence, reports, memoranda relating to information on the design of scientific and laboratory equipment, manufacturing methods and statistical information on machinery capabilities. *Topics:* Policy; general correspondence; enquiries; organization and administration; electrochemical machining; work orders; railway investigation — warning lights, roller test rig; machine work for outsiders; other design engineering; reinforced plastics technology; electron beam welding; laser beam welding; numerically controlled machine tools; electro-chemical machining; electrical discharge machining; steel heat treatment; precision gear design and manufacture; research and development — general correspondence.

NRC/DME-426
Vehicle Dynamics laboratory
Description: Correspondence, memoranda, reports, test work statements on the main areas of responsibility of the laboratory. *Topics:* Policy; general correspondence; enquiries; organization and administration; Committee on Train Dynamics and Lading Damage; development of tools to facilitate vascular orthopedic and plastic surgery; orthotic and prosthetic devices; development of aids to handicapped; gravity wave instrumentation; environment recording systems; pressure gauge calibrations; altimeters and airspeed; track simulator drive; rail car studies; railway computer modelling; VIA RDC Modernization Program; centre sill cracking in rotary dump iron ore cars; testing of subway cars; highway vehicle studies.

NRC/DME-430
Tribology, Computerized Design and Manufacturing, and Mechanical Technologies
Description: Correspondence, memoranda, reports relating to research and development on the wear of materials (mainly in machinery), rails, wheels and bearings; computerized manufacturing; and small-scale agricultural and logging equipment. *Topics:* General administration — policy; correspondence; enquiries; administration and operations; visits; lectures; papers and talks; manuscript review by staff; articles for publication; seminars; workshops; inventions; photographs and publicity; research files — tribology; materials; instrumentation; numerically controlled machines; manufacturing processes; mechanics and machine design; appropriate technology; research and development for outsiders.

NRC/DMS-435
Administration
Description: Correspondence, memoranda, reports, statistics on the administration and operation of the division. *Topics:* Enquiries; visits to the division; visits and invitations to outside organizations; lectures, talks and papers presented by staff; review of manuscripts and theses; seminars and colloquia; inventions submitted to the division; patent and licensing activities; finance; equipment and supplies; work done for outsiders.

NRC/DMS-440
Condensed Matter Theory
Topics: Quantum Hall effect; superconductivity; organic superconductors; density-functional theory of plasmas, metals and liquid metals; amorphous silicon; point-contact spectroscopy of metals; pair potentials in transition metals; dielectric function of the electron gas; ice.

NRC/DMS-445
Quantum Microphysics
Topics: Transient electron and lattice dynamics in semiconductors; optical non-linear interactions at solids and surfaces; laser damage; quantized Hall effect and magneto-transport; magnons and phonons in mixed crystals; light scattering from surfaces; Raman spectroscopy of surfaces; ion and electron interactions with surfaces; solar thermal absorption.

NRC/DMS-450
Electronic Structure and Calorimetry
Topics: Calorimetry, electronic structure of pure metals; electronic structure of dilute alloys; electronic structure of intermetallic compounds and ordered alloys; effects of hydrostatic pressure on electronic structure of metals.

NRC/DMS-455
Molecular Beam Epitaxy
Topics: Molecular Beam Epitaxy equipment for the growth of III-V compounds and Group IV/Metals; superlattices, quantum wells; optical devices; X-ray mirrors; abrupt junctions; photoluminescence, Hall effect and other characterization techniques.

NRC/DMS-460 *Formerly Identified as:* NRC/DEE-265
Microscopy and Microfabrication
Description: Records contain information on research programs related to surface science and ultrahigh vacuum, in particular, physical properties of surfaces, lanthanum hexaboride (as an electron emitter), microfabrication of electronic thin film devices. Some of this information is contained in laboratory notebooks. *Topics:* Policy; general correspondence; major projects on surface science; surface physics; and ultra high vacuum.

NRC/DMS-461
Quantum Electronics (New)
Description: Records contain information on research projects related to quantum electronics and laser technology as related to line width, optical memories and optical spectroscopy, and liquid helium production. *Topics:* Helium liquifier device; quantum electronics.

NRC/NAE-465
Management
Description: The files contain material related to the orderly management of all programs and projects in the establishment, contracts and agreements relating to external commitments, correspondence with national and international clients, and material pertaining to NAE involvement in organizations devoted to the aeronautical sciences. *Topics:* Administration (general correspondence, personnel, procurement, national and international agreements and contracts, publications, technical enquiries, programs and projects, planning, conferences, laboratory operations, policy,

aircraft accidents, AGARD, CAARC, publicity and inventions); research; tests and work done for outsiders.

NRC/NAE-470
Flight Research
Description: Design, operations and maintenance material on the aircraft in use; project files containing transactions on the individual research projects; material on international co-operative research arrangements; and records of projects involving other government departments and industry. *Topics:* Aircraft (by type); policy; general correspondence; military reconnaissance aircraft antisubmarine (MAD); development in airborne supply dropping; crash position indicator; computing facilities; advice and assistance on aircraft use in agriculture and forestry; forest fire control; air cushion vehicles; atmospheric turbulence; jet transport operating problems; airborne infrared techniques for resource survey; hail suppression techniques; airport fog dispersal; aerial spray systems and techniques; field experiments on drift; automobile crash detector, air data recorder playback; Vertical Take-Off and Landing (VTOL) and STOL projects; National Defence Convair 580 Project.

NRC/NAE-475
High Speed Aerodynamics
Description: Files on internal research projects and incoming contracts that contain documentary material, both technical and contractual, that govern the work done under them. *Topics:* Policy, general correspondence; travel; conferences; equipment; Canadian sounding rockets; flow field survey about cones at supersonic speeds; five-foot wind tunnel; separation of the three dimensional laminar boundary layer on a flat plate; two-dimensional augmentor wing study in a five-foot wind tunnel; flutter analysis and stores clearance; wings and bodies in transonic flow; computational fluid dynamics; three-dimensional interaction; wind tunnel techniques.

NRC/NAE-480
Low Speed Aerodynamics
Description: Information on contracts and agreements with external agencies, military and civil; individual projects; management matters, meetings and conferences. *Topics:* Policy; general correspondence; internal research projects; non-aeronautical aerodynamics; fluidic devices; wind power generator; energy research and development; vehicle aerodynamics.

NRC/NAE-485
Public Safety Project Office
Description: Information on internal and external transactions concerning planning and projects, national and international crime countermeasures, individual projects, meetings, publications, contracts and policy. *Topics:* Administration; correspondence with outside organizations; operations; projects; committee study groups; crime countermeasures; fingerprinting; chemical agents; protective equipment; vapor detectors; image enhancement; patrol-car allocation; aviation security; missiles; emergency lighting; and radio-spectrum allocation.

NRC/NAE-490
Structures and Materials
Description: Information on internal research, external commitments, agreements with other agencies in government and industry, management matters, meetings and conferences. *Topics:* Policy; general correspondence; G-meters; structural fatigue; road accidents study group; composite materials; acoustic excitation of structures; orthopedic implants and biomedical materials; Ottawa-Carleton computer traffic control system; metallic materials; structural analysis; real-time photogrammetry; calibrations; impact strength of structures; crack propagation; and theory of structures.

NRC/DSP-495 *Formerly Identified as:* NRC/NAE-495
Space Technology Program Office
Description: Information on the management of the three programs — international and national agreements, the control of prime contractor costing and finance, all technical research and development within the programs, interfacing with the Space Shuttle and its subsystems, NASA procurements offsets, post-delivery support, RMS technology developments, astronaut experiment definitions, astronaut training programs, space station feasibility studies. *Topics:* Policy and agreements; finance; shuttle operational flights; product assurance; materials; failure analysis; configuration management; Simfac; Remote Manipulator System; mechanical and electrical sub-systems; ground support equipment; CCTV and Lighting; schedules; Joint-Review Board; verification and tests; Astronaut program general correspondence; speaking engagements; equipment; training; space station studies; Canadian requirements studies; NASA studies.

NRC/NAE-500
Unsteady Aerodynamics
Description: Information on research conducted by the laboratory; includes documentary material on contract and co-operative research with the United States. *Topics:* Dynamic wind tunnel tests; helium hypersonic wind tunnel; oscillatory characteristics of wings and bodies; detection of explosives; trace vapor detection; techniques for dynamic testing.

NRC/DPH-505
Administration
Description: Correspondence, memoranda, reports, statistics on the administration and operation of the division. *Topics:* Enquiries; visits to the division; visits and invitations to outside organizations; lectures, talks and papers presented by staff; review of manuscripts and theses; seminars and colloquia; stores committee; lab orders; Newton apple tree; inventions submitted to the division; history project; patent and licensing activities; finance; equipment and supplies; work done for outsiders.

NRC/DPH-510
Acoustics
Description: Information related to research on sound propagation and environmental studies; sound and vibration in relation to health; acoustical technology, devices, measurements and standards. *Topics:* Correspondence; couch noise; design and testing of ear defenders; design and calibration of circumaural earphones; noise survey in industrial plants; community noise (industrial, construction, transportation, domestic, outdoor sound propagation, noise legislation, committees on noise); exposure of man to noise; exposure of man to vibration, e.g., hand-arm vibration; microphone and sound level meter; sound reproduction; committee on hearing bioacoustics and biomechanics; seminar on noise and the community; technical planning and legislative control; advisory group on communicative disorders — U.S. National Institute of Health; specific projects — external and middle ear acoustics, earphone measurement techniques and hearing studies, hearing conservation techniques, effect of noise on sleeping persons, acoustical data processing, reduction of noise from small engines, and sound level measurement techniques.

NRC/DPH-515
Electrical and Time Standards
Description: Information related to research on physical standards of measurement (direct current, low-frequency alternating current, high-frequency alternating current); development of instruments and techniques of measurement; the international basis of time; primary frequency and time standards; and time dissemination. *Topics:* Correspondence; statistics in measurements; international intercomparisons of standards; research on standard frequency (NRC-CNRS co-operative work); talking clock; portable or flying clocks; commercial atomic clocks; daylight saving time; history of timekeeping; standard time zones; provincial legislation time zones;

time signals requests; Bureau International de L'Heure; transmitter; antenna; licences; digital time and telephone dissemination; U.S.A. standard time and Daylight Saving Time (DST); satellite time dissemination; interference on infringement reports; *Daylight Saving Time Act* and Regulations.

NRC/DPH-520
Heat and Thermometry
Description: Information on thermometry and temperature standards, and oceanographic measurements and instrumentation. *Topics:* Correspondence; oceanography; photometry; heat and solid state thermometry; resistance thermometry; thermocouple thermometry; optical thermometry; thermometric fixed points; properties of thermometric materials; and temperature scales; CODATA task group on fundamental constants; International Committee on Thermometry.

NRC/DPH-525
High Energy Physics
Description: Information on interaction of heavy nuclei in emulsions; meson and baryon spectroscopy; rare decays of muons and pions; and instrumentation for particle physics.

NRC/DPH-530
Laser and Plasma Physics
Description: Information on high-power pulsed CO_2 laser-plasma interaction studies; radiative interaction experiments; high-power laser development; and laser photochemistry.

NRC/DPH-535
Length and Mechanical Standards
Description: Information on length and mass standards and calibration; laser frequency standards and optical coatings and filters. *Topics:* Policy; correspondence; thin film coatings; optical thin films; ABC unification of engineering standards; measurement seminars; and hardness measurements.

NRC/DPH-540
Photometry and Radiometry
Description: Information on light and colour, optical instruments, and solar energy. *Topics:* Correspondence; colorimetry; photometry; calibration of aerial survey cameras; survey of tests on camera mounts; working group on optical properties of paper; National Bureau of Standards collaborative reference programs; seminar on colorimetry and photometry; Journal of Colour Research and Applications; Reflectance Spectroscopy Committee.

NRC/DPH-545
Photogrammetric Research
Description: Information on photogrammetric methods and techniques, aerial and space photogrammetry; engineering and medical photogrammetry; automation in photogrammetry and development of instruments. *Topics:* Correspondence; orthophoto system, photogrammetry, analytical methods in photogrammetry, ultrasonic techniques for medicine; development of an analytical stereo-plotter (The Stereorestitutor); close-range applications of photogrammetry; symposium on modern technology for Cadastre.

NRC/DPH-550
Materials Physics
Description: Research on crystal defects. *Topics:* Correspondence; structure and properties of crystal defects; plastic deformation of metals and alloys; cyclic deformation; solution hardening, microstructure in deformation and fatigue; surface effects in crystal plasticity; thermodynamics of deformation; dislocation cores.

NRC/DPH-555
Ionizing Radiation Standards
Description: Information on radiation dosimetry; radioactivity; electron linear accelerator; *Topics:* Correspondence, linear accelerator group; radiation chemistry: pulse radiolysis; neutron measurements; radionuclide calibrations; radioisotopes licences; research hazards and protective measures in transportation of radioactive materials; dosimetry group.

NRC/PBI-560
Support Services
Description: Information on on-going services to research inside and outside PBI. Records of the Administrative Office, the Research Illustration Group, the chemical analysis groups, Plant Engineering Services and Purchasing are included. *Topics:* Correspondence; personnel and budget documents; progress reports and records of research; published research papers; records of operation of magnetic resonance and mass spectroscopy; records of building facilities and equipment; purchasing orders.

NRC/PBI-565
Plant Products Technology
Description: Information related to research on fermentation processes for bacteria and plant cells. *Topics:* Correspondence; fermentation; alkaloids; phased culture; utilization of crops.

NRC/PBI-570
Plant Microbial Productivity
Description: Information on the conversion of carbon and atmospheric nitrogen to nutrient by plant-bacterial systems. *Topics:* Correspondence; contract documents; nitrogen fixation; microbial biochemistry; culture collection documents.

NRC/PBI-575
Bio-organic Chemistry
Description: Information on the chemistry of naturally occurring substances, mostly of plant origin; the synthesis and analysis of fatty acid relatives and of proteins and amino acids; the development of sex attractants for insect pests. *Topics:* Correspondence; analytical charts and documents; synthetic methods; analytical methods; labelled molecules; insect sex pheromones; chromatographic methods; spectroscopy.

NRC/PBI-580
Plant Cell Technology
Description: Information on cell processes in higher plants. *Topics:* Correspondence; production and manipulation of cell cultures; freeze-drying of plant tissues; regeneration of whole plants; fusion of cells; germplasm storage; hybridization; metabolism of cell cultures; and others.

NRC/PBI-585
Plant Molecular Genetics
Description: Information on genetic-encoding molecules, on genomes, genes and gene traits; alteration and synthesis of gene fragments; vectors. *Topics:* Correspondence, charts and documents, methods, laboratory documents; contract documents.

NRC/TTR-590
Director's Office
Description: Documents on the operation of the individual sections, advisory bodies, research and development studies and seminar or workshop information. *Topics:* The American Society for Testing and Materials; International Standards Organizations; CIB; Construction Industry Development Council; minutes of the Board of Directors; NRC five-year plan; sectional program and budget submissions; divisional annual reports; proceedings of council; research and development for engineering in cold regions; divisional planning

committee notes; and Canada Mortgage and Housing Corporation — Institute for Research in Construction reports.

NRC/TTR-595
Administration

Description: Personnel data on all members of staff, financial reports, purchasing documents, travel authorizations and correspondence and documents on the shops and building up-keep.

NRC/TTR-600
Building Materials

Description: Information on the characterization and evaluation of the performance of materials such as concrete, sealants, paints, plastics, roofing materials and clay brick through the use of chemical, physical and mineralogical techniques. *Topics:* The performance of clear and pigmented coatings; basic engineering properties of concrete; durability to frost-action in concrete and other porous materials; properties and performance of joint materials; characterization of building materials by their microstructure and composition; processes of degradation of organic building materials; performance of concretes as related to the chemical processes in cements; physical and mechanical properties of repair systems; performance of Canadian aggregate; performance of concrete in the presence of aggressive solutions; weathering factors and accelerated test methods for assessing durability of organic building materials; durability of cover and absorber materials for solar collectors; physics of coating formation and adhesion, and the durability of structural clay products.

NRC/TTR-610
Building Structures

Description: Information on the introduction of "limit states design" into Canadian structural codes and standards and the development of improved serviceability criteria based on risk considerations, including the investigation into the variability of masonry strength. *Topics:* Case histories of structural failures and problems due to differential movement in buildings; structural safety and serviceability; snow loads on roofs; wind effects on buildings and structures; failure of structures and progressive collapse; masonry research; wind tunnel studies of buildings; and others.

NRC/TTR-615
Codes and Standards

Description: Information on topics related to the operation of the Codes Technical Section, the Codes Secretarial Service and the Editorial, Translation, Distribution and Records Units. *Topics:* Technical information and advice to code committees; code requirements for committee consideration; replies to code enquiries and requests for interpretation; seminars and conferences on the NBC and NFC; the continuing review of the code documents in the light of developments in building design and technology to determine the areas that may require expanding or updating to keep them current; technical studies to provide information needed in preparing new or improved code requirements.

NRC/TTR-620
Building Services

Description: Information on the evaluation of the thermal characteristics and performance of materials, components and systems leading to standards, product development and proper design. *Topics:* Energy calculations; energy auditing; lighting practice; efficient lighting energy use; smoke control in tall buildings; test methods and standards for active solar heating; passive solar heating; ventilation and air movement in buildings; thermal and hygric properties of meterials, hermetically sealed multiple glazing; thermal performance of walls and ceilings; thermal performance of windows; airtightness of walls; advance technology in the building industry.

NRC/TTR-625
Fire Research

Description: Correspondence and laboratory data on the development and revision of standard methods of fire tests and research activities, which include fire performance on structural components, flammability of materials, products of combustion, growth of fire, and the influence of fire risks on the overall design of buildings. *Topics:* Thermal decomposition of polymers; behaviour of building components in fire; evaluation of fire behaviour of plastic components; flammability studies; fire performance information; production and movement of smoke in fire; fire protection features of buildings; development of fire; combustion of organic materials; toxicity of combustion products; fire resistance safety factors; restraint and fire severity; and commercial test reports.

NRC/TTR-630
Geotechnical Section

Description: Information on mineral soils, rock, permafrost, snow and ice, manuals on engineering practice, codes and standards. *Topics:* Deformation and stresses in soils; soil strength and rapid failures; deep foundations and excavations; regional soil conditions; frost action in soils; permafrost distribution and environmental studies; structures in permafrost; deformation and failure of fresh water ice; ice engineering; avalanche engineering; deformation and strength of frozen and thawing soils; ground thermal regime; frost heavy studies in northern regions; tunnelling and underground construction; physico-mechanical processes in frozen soils; rheology and strength of saline ice; avalanche hazard evaluation; and ground heat storage.

NRC/TTR-635
Instrumentation

Description: Information on the division's calibration and standards facility, the instrument pool for loans, the maintenance and repair shop and the co-ordination and advisory services provided to the division.

NRC/TTR-640
Noise and Vibration

Description: Information on field measurements of the sound absorption and transmission properties of buildings and building elements and research in vibration related to experimental studies of the response of actual structures under dynamic excitations, such as those provided by wind and road traffic. *Topics:* Development of impact test for floors; acoustical test methods; development of noise criteria; insulation of buildings from external noise; determination of dynamic response characteristics of structures; measurement of sound power of noise sources; outdoor noise propagation: reverberation room acoustics; vibration problems in buildings; earthquake engineering; and commercial test reports.

NRC/TTR-645
Prairie Regional Station

Description: Correspondence and material on technical enquiries, lectures and seminars; information on the study of building materials and systems in real service or controlled laboratory environments at the Prairie Regional Station. *Topics:* Prairie Station, Saskatoon — behaviour of flat roofing systems and components; shallow foundations on active subsoils; concrete in soils of high sulphate content; compression characteristics of glacial deposits in Western Canada; condensation in buildings; heat and moisture balance in buildings.

NRC/TTR-650
Technical Information

Description: Information on the activities of the Divisional Library, the Publications Unit, the Graphics Unit and the Technical Information Unit. *Topics:* Reference service; loans; information retrieval; periodical subscriptions; acquisitions; translation requests; abstracts, digests; Research News; Housing Notes; Canadian

Building Series; Manual on Metric Building Drawing Practice; requests for information; preparation of publications and reports.

NRC/TTR-655
UFFI Unit
Description: These records and laboratory notebooks contain information on the chemical analysis of the foam, products used in its manufacture and those that evolved during its decomposition; the development of technique for monitoring the movement of these products within the building envelope; and other aspects related to the product. *Topics:* UFFI field investigations, development of remedial measures for homeowners, institutions and commercial establishments, materials, properties and emissions, development of tests to screen sample quality, field measurements of UFFI gases and particles, techniques for measuring formaldehyde and other gases in air, techniques for measuring particulate materials in air, and retrieval and dissemination of technical information related to UFFI.

NRC/TTR-660
Administration
Description: Correspondence and documents on the operation of the institute such as project planning and reports; program forecasts, agreements, finance. *Topics:* Administration (policy, general correspondence, enquiries, administration and operation, lectures and talks, seminars and colloquia, reference privileges, training program, interlibrary delivery systems); CISTI operations; translation services; equipment and supplies.

NRC/TTR-665
Acquisitions
Description: Records contain information related to acquiring publications for the CISTI library collection by purchase orders or exchange agreements — correspondence, invoices, payment records, processing services.

NRC/TTR-670
Branch Libraries
Description: Information on the internal operations of the branch library service to the NRC and to services extended to external organizations. *Topics:* Libraries (by name) — Administration, Aeronautical and Mechanical Engineering, Chemistry, Physics, Electrical Engineering, Building Research, Sussex Drive, Industrial Materials Research Institute, Dominion Astrophysical, Victoria, B.C., Dominion Radio Astrophysical, Penticton, B.C., Energy and Uplands Branches, Ottawa, Ont, Atlantic Research Branch, Halifax, N.S., Marine Dynamics Branch, St. John's, Nfld., Plant Biotechnology Branch, Saskatoon, Sask., Biotechnology Branch, Montréal, Qué.

NRC/TTR-675
Cataloguing
Description: Information on library automation systems, library computer applications, cataloguing rules, procedures and standards. *Topics:* CISTI Operations — (policy; general; correspondence; Dortmunder Bibliotheksystem (DOBIS).

NRC/TTR-680
Loans, Photocopies and Translations
Description: Correspondence and documents on the provision of loan and photocopy services outside the NRC and information on the availability of translations from foreign languages. *Topics:* Information Services — policy, correspondence, loan of CISTI books to outsiders, photocopy service, microfiche copies of technical reports.

NRC/TTR-685
Health Sciences Resource Centre
Description: General correspondence on the centre's library services, resources and the publications it produces. *Topics:* Policy; Health Science Serials on Order; Issue of Conference Proceedings in the Health Sciences; Advisory Committee to the Health Sciences Resource Centre; Survey Directory of Health Science Libraries in Canada; Canadian locations of journals indexed for Medline.

NRC/TTR-690
Information Services
Description: Correspondence with tape and database suppliers, and with clients on details of services available, payment procedures, etc.; also information on the marketing of CISTI services in Canada, the CAN/OLE, the CAN/SDI, and the Information Exchange Centre. *Topics:* Chemical Abstracts Services; Institute of Scientific Information; publications; CAN/SDI tape services; Information Exchange Centre; Reference Department; Knowledge Source Index; bibliographic databases.

NRC/TTR-695
Publications
Description: Information on the preparation, production and ordering of CISTI publications.

NRC/TTR-700
Scientific Numeric Databases
Description: On-line retrieval service of scientific numeric data, tape lease for private use. *Topics:* Infrared spectral data; crystallographic data; thermochemical data; and others.

NRC/TTR-705
Industrial Development
Description: Information on program policy, cost-benefit reviews, industrial surveys, project proposals, program promotion, committee minutes, policy proposals and evaluations and program planning. *Topics:* Finance; projects; industry; provincial research councils; committees.

NRC/TTR-710
Industrial Research Assistance Program (IRAP)
Description: Minutes of meetings, agendas, membership of CIRA committee, terms of reference for committee, policy and practices of committee, research proposals, research projects, company annual reports, project manager visit reports, liaison officer reports, financial disbursements and general administrative documentation. *Topics:* Administration; finance; projects for IRAP grants; invoices for IRAP projects; professional and trade associations; committees; industrial research institutes; provincial research councils; Mini-IRAP Program; Scientific and Technical Employment Program (STEP); Scientific and Technical Employment Program Extension (STEPEX); New Technology Employment Program (NTEP); Technical Co-operation Program.

NRC/TTR-715
Industry Policy Analysis
Description: Information on the administration and operations of the office, visits to and from outside organizations, lectures and talks, seminars given by industry, enquiries, program analyses, policy papers, long-range plans and long-range plan themes, correspondence and working papers regarding new proposals and study projects.

NRC/TTR-720
IRAP Collaborative Projects
Description: Working papers, proposals, contract information, reports on visits, forecasts and estimates, budget information, Procurement Review Committee applications and conclusions, licences, correspondence and divisional review forms on unsolicited proposals and information on PILP projects and various fields of technology. *Topics:* Policy, general correspondence, administration and operation of program, enquiries, visits, lectures, licensing policy; finance; committees; company information; fields of technology; projects; Employment and Immigration Canada; co-operative projects with industry; unsolicited proposals.

NATIONAL RESEARCH COUNCIL OF CANADA

NRC/TTR-725

Central Advisory Service

Description: Replies to enquiries from the manufacturing industry in the areas of chemistry, physics, engineering, electronics, metallurgy, elastomers (plastics and rubbers), the food sciences and environmental sciences; and on industrial engineering topics such as plant layout, productivity, materials handling, quality control, low-cost automation, production and inventory control and similar topics associated with manufacturing technology.

NRC/TTR-730

Field Advisory Service

Description: Information on the assistance and advice provided to industrial clients in the areas of chemistry, physics, biology, mechanical-chemical-electrical-electronic engineering, plastics, rubbers, environmental matters, metallurgy, food technology and various industrial engineering topics such as plant layout, product quality, production and cost-control, value analysis, and other matters associated with production operations.

NRC/TTR-735

Research Journals

Description: Information on the publication of Canadian research journals. *Topics:* Administration; space and accommodation; authority and policy on publications; general correspondence; advisory committees; typesetting, printing and distribution services; translation of abstracts; continuing agreements; abstracting of publications; Canadian journals of research committees; and manuscripts for publication in Canadian journals of research.

NRC/FIN-740

Computation Centre

Description: Information on the operation of the Centre. *Topics:* Computation Centre administration requirements, equipment and committees, correspondence; enquiries; services and service agreements; program forecasts; travel; lectures and technical presentations; seminars; National Library System planning; computing needs; computer maintenance; equipment; future planning.

NRC/PAS-745

Administration

Description: Correspondence, memoranda and contracts related to the general administration and operation of the National Research Council, including enquiries made or answered. *Topics:* Administration, contracts, finances, status reports on contracted research and development, committee minutes, technical information and evaluations.

NRC/GEN-750

General-Use Series

Description: Information on the organization of international conferences; memberships, fees, minutes, annual reports regarding associations and societies; co-operation and liaison activities with universities, institutes, provincial and federal departments and agencies; commercial agreements with provincial research councils and federal government departments; interdepartmental committee correspondence and minutes; research agreements; correspondence, policy and guidelines on the *Canadian Human Rights Act*, status of women, access to information and privacy, Affirmative Action. *Topics:* Associations, clubs, societies; universities; institutes of technology; international conferences; commercial agreements; provincial governments; federal government departments; interdepartmental committees; Canadian Standards Association; publications; Status of Women; *Canadian Human Rights Act; Access to Information and Privacy Acts*, affirmative action; Advisory Board on Scientific and Technological Information; Scientific and Technological Information Services; research agreements.

Deleted Classes of Records

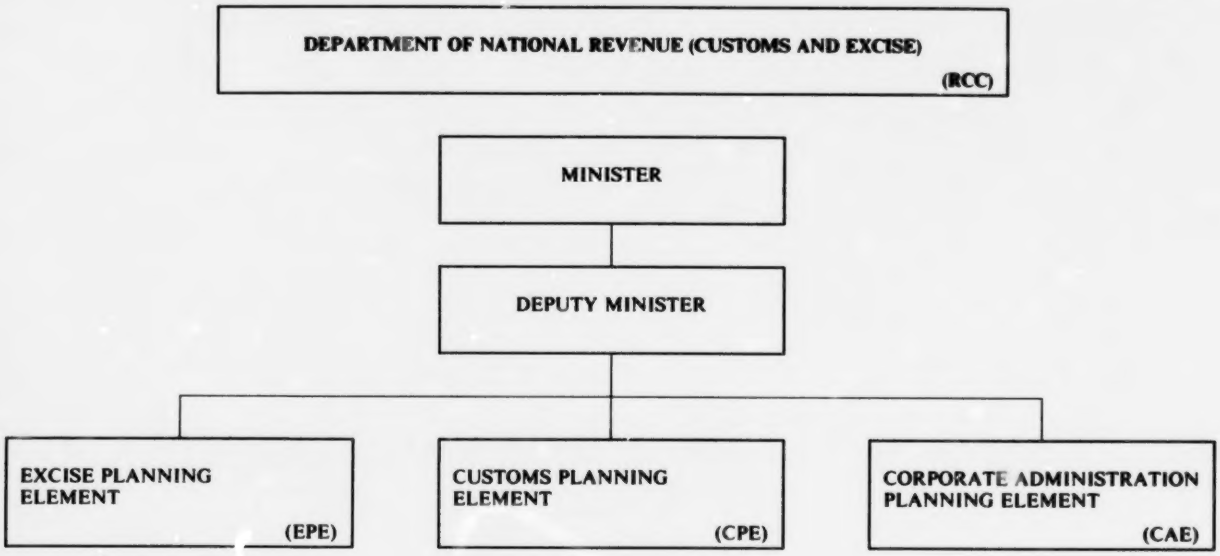
The following classes of records have been deleted as a result of reorganization within the National Research Council. The information contained in them can now be found in other classes of records (see Subject Index).

NRC/BSC-105	Environmental Studies
NRC/DEE-265	Electron Physics
NRC/HIA-375	Spectroscopy of Longer Molecules
NRC/TTP-605	Building Performancec

DEPARTMENT OF NATIONAL REVENUE (CUSTOMS AND EXCISE)

Chapter 70

DEPARTMENT OF NATIONAL REVENUE (CUSTOMS AND EXCISE)


DEPARTMENT OF NATIONAL REVENUE (CUSTOMS AND EXCISE)
(RCC)
MINISTER
DEPUTY MINISTER
EXCISE PLANNING ELEMENT
(EPE)
CUSTOMS PLANNING ELEMENT
(CPE)
CORPORATE ADMINISTRATION PLANNING ELEMENT
(CAE)

005 Interpretation Casework
010 National Uniformity
015 Fair Price and Values Surveys
020 Field Development
025 Licensing
030 Information Preparation
035 Rulings
040 Excise Collections
045 Excise Audit
050 Refund Claims — Excise Gasoline Tax
055 Rebate Claims — Fuel Tax Rebate
060 Sales Tax Bulk Permits — Fuel Tax Rebate
065 Registered Vendor's Certificates — Fuel Tax Rebate
070 Investigations — Special Bureau
075 Excise Duty
080 Legislation
085 Regulations and Remissions
090 Tax Strategy — Appeals and Adjudications
095 Excise Planning
100 Excise Secretariat
105 Performance Measurement Systems
110 Collections (Regional)
115 Duty (Regional)
120 Tax Interpretations (Regional)
125 Audit (Regional)
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FIELD OPERATIONS

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155 Customs Intelligence Data
160 Resource Analysis, Planning and Administration
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DEPARTMENT OF NATIONAL REVENUE (CUSTOMS AND EXCISE)

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290 Air Passenger
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300 Enforcement Devices and Techniques
305 Courier Systems and Procedures
310 Mechanized Systems Development
315 CEPACS Implementation
320 Automated Systems — Testing
325 Automated Systems — Development and Maintenance
330 Entry and Amendment Systems
335 Release Systems
340 Operational Services
345 General
350 ALERT System
355 Conditional Release
360 Data Capture
365 Commercial Verification
370 Commercial Enforcement
375 Legislative Affairs
380 Harmonized Commodity Description and Coding System
390 Planning and Programming
395 Monitoring, Control and Administrative Services
400 Management Analysis and Review
405 Management Systems Development

ACCESS TO INFORMATION AND
PRIVACY CO-ORDINATOR
REVENUE CANADA
(CUSTOMS AND EXCISE)
7th FLOOR, CONNAUGHT BUILDING
MACKENZIE AVENUE
OTTAWA, ONTARIO
KIA 0L5

DEPARTMENT OF NATIONAL REVENUE (CUSTOMS AND EXCISE)

Background

The Customs and Excise division of the Department of National Revenue collects revenue on both imported and domestic goods and controls the movement of international travellers and product shipments of every description. Collections in 1984-85 amounted to approximately $18 billion.

Laws and Regulations

- Customs Act
- Customs Tariff Act
- Special Import Measures Act
- Excise Act
- Excise Tax Act
- Customs and Excise Offshore Application Act

Overall Responsibilities

Customs is concerned primarily with the control of people and goods across Canada's international boundaries, which comprise not only 114 crossings on our 8,893-km frontier with the United States, but also 17 international airports and 176 other locations in Canada where Customs service is provided. The other main function of Customs is collecting revenue, mainly import duties and taxes, through the administration of the *Customs Act, Customs Tariff Act, Special Import Measures Act* and some 60 other Acts of Parliament that touch on matters as varied as illicit narcotics and firearms, animal diseases and fisheries protection.

Excise administers the *Excise Act* and *Excise Tax Act* and is primarily concerned with the licensing of manufacturers and wholesalers; collection of sales and excise taxes on domestic and imported goods; regulatory control of breweries and distilleries; and collection of excise duties on spirits, beer and tobacco.

The Customs and Excise *Offshore Application Act* extends Customs and Excise jurisdiction beyond 12 nautical miles to the outer edge of the continental shelf or to 200 nautical miles, whichever is greater. Its impact is limited to the offshore, non-living, natural resource industries. All equipment, ships, drilling vessels, etc. operating in the defined area are now subject to Canadian Customs and Excise laws and regulations. Canadian manufacturers and suppliers to the offshore drilling rigs and related industries now have the same tariff and other protection as exists on the mainland.

Key Contacts

- General Enquiries (613) 993-6220
- Media Relations (613) 993-6224
- Library and Reading Room (613) 995-0007
- Access to Information and Privacy Co-ordinator (613) 993-5102
- Legal Counsel (613) 996-9754

General Information

Requests for news releases and general information on departmental policies, programs and activities, including publications (annual reports), should be directed to

Communications Branch
Customs and Excise
Ottawa, Ontario
K1A 0L5
Telephone: (613) 993-6220

Information Services

Customs and Excise recognizes that Canadians can comply with the law only when they know what is expected of them. For this reason, the department provides information and assistance to Canadians in several ways. The most convenient point of contact is one of the approximately 600 Customs and/or Excise offices throughout Canada, from St. John's, Newfoundland, to Victoria, British Columbia, and from Tuktoyaktuk, Northwest Territories, our most northern office, to Pelee Island, Ontario, our most southern office location. Local, district and regional Customs and Excise offices provide assistance and answer questions relating to Customs and Excise matters, in person, by telephone and by correspondence.

Major Publications

The following is a list of publications available free of charge from Customs and Excise offices or from our Communications Branch:

- Entering Canada to Study or to Work
- Exporting Goods to Canada by Mail
- For Exporters Mailing Goods to Canada
- I Declare — summarizes duty-free exemptions, customs reporting requirements and federal controls on certain goods
- Importing a Firearm or Weapon into Canada
- Importing a Motor Vehicle into Canada
- Importing Goods into Canada? Documentation simplified
- Thinking about Importing? What you should know
- Moving back to Canada
- Seasonal Residents
- Settling in Canada
- Value for Duty

Films and Video Cassettes

The following film and video cassettes are available on loan from our Public Relations Branch:

- A Convention in Canada — initiatives to facilitate holding a convention in Canada (video cassette)
- Customs and You — the role of Canada Customs (available on 16-mm film; also available on video cassette for the hearing impaired)

Other Publications

The quarterly newsletter: Excise News, provides up-to-date announcements about Excise policy and legislative changes, advertises other more specialized Excise publications available to the public, and lists all new Excise rulings. Copies of individual rulings are available on request from

Excise Technical Support
National Revenue, Customs and Excise
Ottawa, Ontario
K1A 0L5

Excise rulings are also available directly by way of computer terminal from the RISE (Rulings Information System Excise) database, maintained by Q/L Systems Limited.

Those wishing to access RISE directly should contact Q/L Systems Limited to obtain an account number and access code. Their offices are located at the following addresses:

Head Office
797 Princess Street, 2nd Floor
Kingston, Ontario
K7L 1G1
Telephone: (613) 549-4611

2021 Brunswick Street, Suite 430
Halifax, Nova Scotia
B3K 2Y5
Telephone: (902) 429-3725

205 Tower B
Place de Ville
112 Kent Street
Ottawa, Ontario
K1P 5P2
Telephone: (613) 238-3499

411 Richmond Street East, Suite 101
Toronto, Ontario
M5C 1E5
Telephone: (416) 862-7656

2160 Bow Valley Square IV
250 — 6th Avenue, South West
Calgary, Alberta
T2P 3H7
Telephone: (403) 262-6505

9th Floor, The Marine Building
355 Burrard Street
Vancouver, British Columbia
V6C 2G8
Telephone: (604) 684-1462

Access Procedures

All formal requests for access to information under the *Access to Information Act* should be made on the prescribed form and forwarded to

Co-ordinator, Access to Information and Privacy
Revenue Canada, Customs and Excise
7th Floor, Connaught Building
Mackenzie Avenue
Ottawa, Ontario
K1A 0L5
Telephone: (613) 993-5102

Access to information requests and general information enquiries may be directed to any of the regional co-ordinators.

The * beside regional co-ordinators denotes the location of the regional public reading rooms. Enquiries concerning the information available in the reading rooms may be directed to any of the regional access co-ordinators.

Regional Co-ordinators (Excise)

Atlantic

Regional Access Co-ordinator
Revenue Canada, Customs and Excise
Suite 200, 6169 Quinpool Road
P.O. Box 1658
Halifax, Nova Scotia
B3J 2Z8
Telephone: (902) 426-8474 or 2121

Québec

*Regional Access Co-ordinator
Revenue Canada, Customs and Excise
7th Floor
410 East, Charest Boulevard
P.O. 2117
Québec, Québec
G1K 7M9
Telephone: (418) 694-4614

Montréal

Regional Access Co-ordinator
Revenue Canada, Customs and Excise
7th Floor, 400 Youville Square
P.O. 6092, Station A
Montréal, Québec
H3C 3H3
Telephone: (514) 283-8301

Ottawa

Regional Access Co-ordinator
Revenue Canada, Customs and Excise
360 Coventry Road
P.O. Box 8257
Ottawa, Ontario
K1G 3H7
Telephone: (613) 993-0040

Toronto

*Regional Access Co-ordinator
Revenue Canada, Customs and Excise
4th Floor
25 St. Clair Avenue East
P.O. Box 100, Station Q
Toronto, Ontario
M4T 2L7
Telephone: (416) 362-8365

London

*Regional Access Co-ordinator
Revenue Canada, Customs and Excise
3rd Floor, Dominion Public Building
457 Richmond Street
P.O. Box 5548
London, Ontario
N6A 4R3
Telephone: (519) 679-4145

Winnipeg

*Regional Access Co-ordinator
Revenue Canada, Customs and Excise
4th Floor, 391 York Avenue
P.O. Box 1022
Winnipeg, Manitoba
R3C 2W2
Telephone: (204) 949-5502

DEPARTMENT OF NATIONAL REVENUE (CUSTOMS AND EXCISE)

Calgary

Regional Access Co-ordinator
Revenue Canada, Customs and Excise
Room 470, Harry Hays Building
220-4th Avenue, S.E.
Calgary, Alberta
T2P 3B7
Telephone: (403) 231-5684

Pacific

*Regional Access Co-ordinator
Revenue Canada, Customs and Excise
460 Nanaimo Street
P.O. Box 69090, Station K
Vancouver, British Columbia
V5K 4X2
Telephone: (604) 666-3119

Regional Co-ordinators (Customs)

Atlantic

*Regional Access Co-ordinator
Revenue Canada, Customs and Excise
Halifax South Postal Station
6169 Quinpool Road
P.O. Box 3080
Halifax, Nova Scotia
B3J 3G6
Telephone: (902) 426-8594

Québec

*Regional Access Co-ordinator
Revenue Canada, Customs and Excise
130 Dalhousie Street
P.O. Box 2267
Québec, Québec
G1K 7P6
Telephone: (418) 694-7229

Montréal

*Regional Access Co-ordinator
Revenue Canada, Customs and Excise
6th Floor
105 McGill Street
Montréal, Québec
H2Y 2E7
Telephone: (514) 283-7721

Ottawa

Regional Access Co-ordinator
Revenue Canada, Customs and Excise
360 Coventry Road
P.O. Box 8257
Ottawa, Ontario
K1K 2C6
Telephone: (613) 993-0040

Toronto

*Regional Access Co-ordinator
Revenue Canada, Customs and Excise
9th Floor, Manulife Centre
55 Bloor Street West
P.O. Box 10, Station A
Toronto, Ontario
M5W 1A3
Telephone: (416) 362-8190

Hamilton

*Regional Access Co-ordinator
Revenue Canada, Customs and Excise
10 John Street South
P.O. Box 989
Hamilton, Ontario
L8N 3V8
Telephone: (416) 525-2815

London

*Regional Access Co-ordinator
Revenue Canada, Customs and Excise
451 Talbot Street
P.O. Box 5940, Terminal A
London, Ontario
N6A 4T9
Telephone: (519) 679-4132

Windsor

*Regional Access Co-ordinator
Revenue Canada, Customs and Excise
185 Ouelette Avenue
Windsor, Ontario
N9A 4H8
Telephone: (519) 254-9202

Winnipeg

*Regional Access Co-ordinator
Revenue Canada, Customs and Excise
Federal Building
269 Main Street
Winnipeg, Manitoba
R3C 1B3
Telephone: (204) 949-3772

Alberta

*Regional Access Co-ordinator
Revenue Canada, Customs and Excise
Room 730, 220-4th Avenue, S.E.
Box 2910, Station M
Calgary, Alberta
T2P 2M7
Telephone: (403) 231-4615

Pacific

*Regional Access Co-ordinator
Revenue Canada, Customs and Excise
1001 West Pender Street
Vancouver, British Columbia
V6E 2M8
Telephone: (604) 666-0457

Public Reading Rooms

In addition to the above, there are departmental reading rooms at the following locations. For further information, contact the managing officer.

Customs Excise Library
2nd Floor, Connaught Building
Mackenzie Avenue
Ottawa, Ontario
K1A 0L5

Provincial Manager
Revenue Canada, Customs and Excise
Sir Humphrey Gilbert Building
165 Duckworth Street
P.O. Box 6086
St. John's, Newfoundland
A1C 5X8

Superintendent
Revenue Canada, Customs and Excise
Federal Building
97 Queen Street
P.O. Box 1266
Charlottetown, Prince Edward Island
C1A 7M8

Area Manager
Revenue Canada, Customs and Excise
189 Prince William Street
St. John, New Brunswick
E2L 4G3

Manager for Northern Alberta Operations
Revenue Canada, Customs and Excise
Room 312
10709 Jasper Avenue
Edmonton, Alberta
T5J 3N3

Area Manager
Revenue Canada, Customs and Excise
Room 107, 816 Government Street
Victoria, British Columbia
V8W 1X1

Program Overview

The general mandate of the Department is established by the *Department of National Revenue Act*, which sets out a single program concerned principally with commodity taxation. As such, it is managed as a single program for greater organizational and financial efficiency and effectiveness. The Department's program is separated into three planning elements — Excise, Customs and Corporate Administration.

The **Excise Planning Element** is made up of six planning sub-elements: tax information; revenue collections; verification and enforcement; excise duty; policy and systems; and program management and support.

The **Customs Planning Element** is made up of five planning sub-elements: port operations; regional appraisals and adjustments; interpretative policy determinations and appeals; program development and systems maintenance; and program management and support.

The **Corporate Administration Planning Element** is comprised of activities related to corporate management, personnel administration, audit and evaluation, public relations, and the deputy minister's secretariat.

EXCISE PLANNING ELEMENT

Excise Branch

This branch is responsible for the licensing of firms required to pay sales and excise taxes, air transportation tax and telecommunications programming services tax and excise duties; the supervision and control of the manufacture of products subject to excise duties (e.g., beer, liquor, cigarettes) or where excisable goods are used in the manufacture of products (e.g., cosmetics); the determination of the classification and value of goods for establishing tax liability; the assessment and collection of sales and excise taxes, air transportation tax and telecommunications programming services tax and excise duties; the audit of books and records of firms licensed under the *Excise Act* and the *Excise Tax Act* and providing general direction to nine Regional Excise Offices.

Excise Regional Operations

The nine regional Excise offices provide direct local contact for the public and the business communities with the Department; enforce legislation in the areas of assessment, collection, and refund of all excise and sales taxes and duties; provide interpretation of rulings; perform licensee identification and investigations; conduct audits; and collect all monies owing. A regional office comprises the following five planning sub-elements; tax information; revenue collections, verification and enforcement; excise duty; and program management and support.

Tax Information Sub-Element

This sub-element reviews licence applications; conducts licence investigations; issues and cancels licences; establishes administrative procedures for new licensees; determines and disseminates to taxpayers the Departments's interpretation related to the classification and value for tax of goods, either by responding to individual requests or through general information bulletins.

Manuals

- Tax Interpretations Procedures Manual

Revenue Collections Sub-Element

This sub-element processes tax returns; receives, deposits and accounts for revenue; administers penalties for late payment; pursues delinquent taxpayers to obtain outstanding returns and/or payment; and deposits monies in a central government account.

Manuals

- Excise Collections Policy and Procedures Manual

Verification and Enforcement Sub-Element

This sub-element conducts audits and verification activities to verify correct determination of taxes; verifies claims for refunds related to the *Excise Act* and the *Excise Tax Act*, including the Gasoline Excise Tax Refund Regulations; and requisitions refund cheques.

Manuals

- Audit Manual
- Excise Gasoline Tax Refunds Procedures Manual

Excise Duty Sub-Element

This sub-element conducts audits and verification activities to verify correct determination of duties; and engages in monitoring and verification of operations in distilleries, breweries and tobacco manufacturers.

Manuals

- Excise Duty Policy and Procedures Manual

Policy and Systems Sub-Element

This sub-element interprets applicable legislative provisions and develops programs, systems, and policies with respect to excise tax administration in general, and reviews and advises on issues related to litigation.

Program Management and Support Sub-Element

This sub-element provides executive direction and general administrative support to the planning element.

CUSTOMS PLANNING ELEMENT

Customs is primarily concerned with exercising control over the movement of people, goods and conveyances crossing Canada's border. It is made up of five planning sub-elements: port operations; regional appraisals and adjustments; interpretative policy determinations and appeals; program development and systems maintenance; and program management and support.

The various sub-elements fall under the purview of either, or both, Field Operations Branch and Customs Programs Branch. Field Operations is responsible for two sub-elements: port operations and regional appraisals and adjustments. Customs Programs is also responsible for two sub-elements: interpretative policy determination and appeals, and for program development and systems maintenance. The fifth sub-element, program management support, is shared by both Field Operations and Customs Programs.

Field Operations Branch

This branch is responsible for operating the systems and procedures relating to the assessment and collection of import duties and taxes, and the examination and release of goods, persons and vehicles entering Canada. It is divided into twelve regions, each with its own headquarters headed by a regional collector.

Port Operations Sub-Element

The objective of this component is to administer all relevant legislative and administrative requirements related to the international movement of people, goods and conveyances at the point and time of entry or exit, including the classification of all goods; the assessment, collection and control of related customs duties, taxes and other levies; the application of relevant provisions of statutes and regulations on behalf of other departments and agencies and referral to them as appropriate; the collection of import, export and international movement data; and the prohibition of entry or exit as appropriate.

Regional Appraisal and Adjustment Sub-Element

The objective of this component is to ensure, subsequent to preliminary appraisal of goods, that legislative and administrative requirements relevant to importations have been satisfied through reviews, rulings and appeals; to administer the tariff relief provisions of the Customs Tariff, Orders-in-Council and all relevant regulations; to investigate and, when warranted, recommend or undertake prosecution regarding cases of non-compliance with statutes and regulations administered by Customs.

Customs Regional Operations

Through varying numbers of ports, outports, reporting stations and enforcement officers, the regions implement the various programs developed to control international movement of people, goods and conveyances. They also provide a direct and convenient local contact for the public and business communities in providing the full range of customs services. Regional offices are located in Halifax, Quebec City, Montreal, Ottawa, Toronto, Hamilton, London, Windsor, Winnipeg, Calgary and Vancouver.

Customs Headquarters Operations

This component of the Field Operations Branch is located in Ottawa and is responsible for providing co-ordination and liaison between the Customs Programs and Field Operations branches; providing advice to the Assistant Deputy Minister, Field Operations, on the use of field resources, and assessing the impact of new programs on these resources; co-ordinating the specialized intelligence and investigation activities to ensure compliance with Customs and Excise and related laws, governing the international movement of people, goods and conveyances.

Investigations Division

The Investigations Division is responsible for the direction of a program of audits and investigations of importer and transportation company activities for compliance, in order to ensure conformity with or to discover violations or fraudulent activities against the laws, acts or regulations administered or enforced by Customs and Excise in respect of goods imported into, or exported from Canada; the provision of the investigative capability to act upon information, regarding alleged or known infractions, obtained from various operational sources.

Program Management and Support Sub-Element

The objective of this component is to provide management direction, planning co-ordination and central administrative services to all of the components of the Customs Planning Element. This planning element is a responsibility of both Field Operations Headquarters and Customs Programs.

Interdiction and Intelligence Division

The Interdiction and Intelligence Division provides a support service to the Assistant Deputy Minister, Field Operations, regional line management, and Customs officers by directing the operation of the integrated intelligence system for Customs. This is accomplished through co-operation with Customs agencies of foreign countries and other international organizations and with domestic law enforcement agencies at the federal, provincial and municipal level. This information is supportive of the department's ability to isolate patterns and trends on known or suspected Customs violations and violators. This information is primarily used to notify Customs Offices of those likely to circumvent the Acts and regulations the department administers. It includes information on individuals and companies who are suspected of or who have committed previous infractions, and general information profiling high-risk commodities and methods of operation.

Manuals

- Intelligence Officers' Manual
- Intelligence Officers' Training Manual (Basic Course)
- Automated Intelligence Customs Service — Reference Manual

Operational Support Division

The Operational Support Division is responsible for the analysis and evaluation of the efficiency, effectiveness and responsiveness of field resource utilization; developing and managing a comprehensive information system on all aspects of the execution of the programs of Customs; administration of the Customs Uniform and Capital Construction Programs; interpretation of overdue accounts-receivable policy and controlling its application at the regional level; and provision of planning and resource analysis for the Field Operations Branch and administrative services for its headquarters component.

Field Liaison Division

The Field Liaison Division is responsible for the provision of support services to the Assistant Deputy Minister, Field Operations, and to regional line management in order to promote consistency of operational activities in the field, to provide for field input into policy and procedural development, and to serve as a catalyst for resolution of operational problems. Consults with all other branches to resolve operational problems and provides assistance in implementing new programs, reviewing audit observations, and monitoring field activities.

Customs Programs Branch

Customs Programs is responsible for maintaining and controlling administrative programs and operational systems pertaining to the international movement of people, goods and conveyances; and enforcing the regulations of other departments and agencies as they pertain to such movement. It is divided into seven major divisions: Tariff Programs, Assessment Programs, Adjudications, Legislative Affairs, Operational Policy and Systems Development, the Customs Commercial System Task Force, and Management Systems and Services.

Tariff Programs Division

This division is responsible for the development of national policies, systems and procedures concerning tariff classification, tariff status and tariff relief. This includes administrative policy, systems and procedures on the tariff itself, individual tariff items (except returning Canadians and settlers), the Made-in-Canada system, the end-use system, prohibited importations (except firearms), the refunds system, drawbacks and remissions. Legislation administered includes the Customs tariff (except the provision for subsidized goods and surtax) and Schedules A, B and C thereto, the appeal provisions of the *Customs Act*, other provisions of the *Customs Act* relating to drawbacks, and many standing and special Orders-in-Council relating to the remission of duty or exemption from prohibition on imported goods, particularly, the Machinery Remission program, the Auto-Pact, Temporary Entry, Inward Processing, Canadian Goods Abroad Remission Order, Articles for Special Use Remission Order, Obsolete or Surplus Goods Remission Order, Goods Not as Ordered Remission Order.

The division is also responsible for administrative policy, systems and procedures in respect of the appeal provisions in the *Customs Act* and for the processing and settlement of appeals in respect to tariff classification, tariff status and tariff relief matters.

It is divided into six directorates: Tariff Policy and Systems Development; Primary Industries; Industrial and Consumer Goods; Machinery and Transportation; Prohibited Importations and Administrative Services; and the Machinery and Equipment Advisory Board Directorate.

Manuals

- Departmental Consolidation of the Customs Tariff
- Drawback Officers Manual
- Refunds Manual
- Post Audit Procedures Manual

Tariff Policy and Systems Development Directorate

This directorate is responsible for the development of national administrative policies and systems concerning tariff classification, tariff status, drawbacks, refunds and remissions issues, verification of debts to the Crown and authorization of set-off requests for drawbacks and refunds. The directorate consists of a Policy Review and Systems Unit with policy specialists in the primary functions of tariff classification, tariff status and appeals, and drawbacks, refunds, remissions and end use. The directorate is responsible for staffing the position of Secretary to the Interdepartmental Remission Committee and providing representation on this committee for the Department of National Revenue. Examples of major activities with national implications carried out in this directorate include performing an independent policy review function when departmental decisions or tariff policy is challenged; co-ordinating divisional input and representation at interdepartmental or international forums; developing policies, systems and procedures to ensure effective application of end-use tariffs and developing complex or major policies which cross industry-sector boundaries; liaising with and co-ordinating reports, returns, documents, etc. for all inter- and intra-departmental contacts, e.g., Department of Finance; External Affairs; Department of Regional Industrial Expansion; Assessment Programs; Audit and Evaluation; and Excise, to ensure that Customs and Excise concerns are taken into account when other legislation is being developed.

Primary Industries, Industrial and Consumer Goods, and Machinery and Transportation Directorates

These directorates are known collectively as the Industry Group and are responsible for: the development and implementation of administrative policies, programs and guidelines in respect of tariff classification and tariff relief matters; the functional guidance of Customs personnel in the field; and developing and maintaining contact with and providing protection, assistance and advice to the Canadian business community.

In addition, the directorates are responsible for verifying and ensuring compliance with the policies of the Tariff Programs Division. This involves the monitoring of tariff program activities in the field, the processing in headquarters of formal and informal appeals of decisions, policies and rulings, and the conduct of cases appealed to the Tariff Board or the Federal or Supreme Court.

Primary Industries is responsible for developing policies, programs, guidelines and directives pertaining to tariff classification and tariff relief issues concerning animal and vegetable products; chemicals, plastics and allied products; wood and paper products and mineral, glass, stone and metal products imported into Canada.

Industrial and Consumer Goods is responsible for developing policies, programs, guidelines and directives pertaining to tariff classification and tariff relief issues concerning textiles, leather and clothing products; health and education products; toys and sporting goods; specialty products; and electrical products imported into Canada.

Machinery and Transportation is responsible for developing policies, programs, guidelines and directives on tariff classification and tariff relief issues concerning imported machinery, agricultural equipment, motor and other vehicles, and ships and aircraft. In addition, the directorate conducts audits under various industrial incentive remission programs and the Automative Trade Agreement.

Prohibited Importations and Administrative Services Directorate

This directorate consists of three main sub-units: Administrative Support; Technical Reference Systems; and Prohibited Importations.

Administrative Support is responsible for all administrative activities, such as co-ordinating and assembling divisional plans, budgets and expenditure analyses, staffing, accommodation, reception, maintenance of directives, tariff management information systems, word processing and language quality.

Technical Reference Systems is responsible for the provision and maintenance of technical indices related to tariff classification and tariff relief matters (e.g., tariff classification, prohibited goods, consumable goods rulings indices). Files are arranged by commodity and exporter.

Prohibited Importations is responsible for the headquarters administration of Schedule C of the Customs Tariff as it relates to importations of prohibited goods of a treasonable or seditious character, or that are deemed "obscene" under subsection 281 3(8) of the Criminal Code or that constitute hate propaganda. The unit is concerned with classification rulings, appeals to the deputy minister, and ministerial correspondence.

Machinery and Equipment Advisory Board Directorate

This directorate is responsible for the administration of the Machinery Program. Under the program the duty otherwise payable on machines, accessories, attachments, etc., imported under qualifying tariff items, may be remitted if such goods are not available from production in Canada. The Machinery and Equipment Advisory board is responsible for advising the Minister as to the eligibility of imported machines for remission of duty. In carrying out its responsibilities, the directorate works closely with the Department of Regional Industrial Expansion in determining Canadian capability to produce goods. the directorate also reviews import documents to assess compliance with the Program.

Assessment Programs Division

This division is responsible for the administration of the Department's anti-dumping, countervail and surtax programs as well as the administration of the valuation provisions of the *Customs Act* at headquarters. This concurrent administration largely involves the conduct of investigations relating to imported goods, the assessment of applicable duties and the processing of statutory appeals from decisions relating to such duties. The division is comprised of three major areas: Analysis and Investigations, Enforcement and Appeals, and Program Administration.

Analysis and Investigation Directorates

There are four analysis and investigation directorates each, in turn, possessing three discrete operational "units". Defined on a commodity basis, these directorates are responsible for all facets of anti-dumping and countervail investigations into allegations pertaining to dumped or subsidized imports, the conduct of value for duty investigations and the conduct of studies relating to specific industry sectors sensitive to import competition.

Manuals

- Assessment Programs Manual, Part IV (Valuation)
- Draft Special Import Measures Act Manual

Enforcement and Appeals Directorate

This directorate is responsible for the enforcement of anti-dumping and countervail rulings subsequent to an injury finding by the Canadian Import Tribunal, as well as the enforcement of countervail and surtax Orders-in-Council. The directorate is similarly charged with the enforcement of program rulings respecting value for duty. The disposition of appeals against valuation, anti-dumping and countervail rulings is also administered by this area.

Program Administration Directorate

This directorate is responsible for developing and maintaining programs, systems, policies and procedures pertaining to all legislation for all divisional anti-dumping, countervail and surtax, and valuation matters. It is also responsible for administrative matters, such as staffing for the division as a whole, and the co-ordination of overseas foreign office operations.

Adjudications Division

This division is responsible for ensuring that the forfeiture provisions of the *Customs Act* are applied in a uniform and equitable manner across Canada; that the public is afforded a high degree of protection from unnecessary seizure action; that a claimant is given the opportunity to make representations pursuant to Section 161 of the *Customs Act;* to ensure that decisions rendered under Section 163 of the *Customs Act* are in accordance with law, equity and jurisprudence and are defensible before the Federal Court. The division is responsible for initiating collection of unpaid assessments when a debt has been established in the Federal Court.

Operational Policy and Systems Development Division

This division is responsible for the development of departmental policies, priorities, systems and procedures respecting declarations, claims, licensing, intelligence, border patrol, bonded warehouse and carrier inspections, goods examination, secondary examination of travellers, audits, investigations, seizure adjudications and assessment appeals. Functional direction is provided to the public and to field personnel on related legislative and administrative requirements. This division is also responsible for the design, development, support during implementation, and ongoing maintenance and control of major Customs automated systems, as well as the licensing of Customs House brokers, bonded carriers, post audit carriers and sufferance warehouses. The following elements of this division have been temporarily assigned to a Customs Commercial System Task Force which has the responsibility for overseeing the development and implementation of major changes to the customs commercial system between 1986 and 1988: Automated Systems Development, Maintenance and Control Directorate; and the New Customs Commercial System. The remaining directorates, i.e., Commercial Traffic Control, Passenger Programs, Postal and Courier Programs, Commercial Entry Systems and Commercial Verification and Enforcement continue to function as elements of the division.

Commercial Traffic Control Directorate

This directorate is responsible for controlling the movement of goods and vehicles entering, exiting and transiting Canada, until the requirements of the various departmental programs have been met and the goods and vehicles have been properly acquitted for Customs purposes.

Passenger Programs Directorate

This directorate is responsible for the development of policy, systems and procedures relating to the clearance and processing of travellers entering Canada by all modes of transportation, and the functional direction of all Customs inspectors at all ports of entry with respect to procedures, enforcement techniques and training.

Manuals

- Customs Seizure Enforcement Manual

Postal and Courier Programs Directorate

This directorate is responsible for the control of mechanical, non-mechanical, automated and non-automated Customs, postal and courier operations in areas such as the report, control, examination, enforcement, documentation and release of all postal and courier shipments. The directorate also ensures all corporate-level liaison with Canada Post Corporation.

Commercial Entry Systems Directorate

This directorate is responsible for policies and procedures relating to the entry and release of commercial goods into Canada, the export of commercial goods from Canada, the licensing of Customs brokers application of special service charges and the hours of service at Customs ports; and providing interpretation and clarification on policies, guidelines, instructions and procedures to the business community.

Commercial Verification and Enforcement Directorate

This directorate is responsible for the development, implementation and maintenance of policies and procedures for all verification and enforcement activities relative to commercial importations and exportations.

Customs Commercial System Task Force

The Customs Commercial System Task Force has the responsibility for overseeing the development and implementation of major changes to the customs commercial system between 1986 and 1988. The following elements have been temporarily assigned to the task force: Automated Systems Development, Maintenance and Control; and the New Customs Commercial Systems. In addition, the Harmonized System Project is now an intergral part of the Task Force. The Task Force is also directly responsible for other related activities normally carried out in other branches which have been transferred to the Task Force until completion of the major systems changes.

New Customs Commercial System

This organization is responsible for the development and implementation of the New Customs Commercial System (NCCS), which will facilitate compliance with departmentally administered legislation. NCCS will improve service to the importing community by permitting the release of goods on minimum documentation, transmission of cargo, release and entry data from importers, brokers, and carriers direct to Customs, and the presentation of entries and payment of duties and taxes on a periodic basis. NCCS will also enable the Department to more effectively detect members of the importing community who are not complying with legislation through the utilization of audit and computer-supported techniques such as micrographic document storage and retrieval.

Harmonized System Project

Customs and Excise formed a project team during 1984 to carry out the work necessary to implement the Harmonized System as the basis for the Canadian tariff and statistical classification system. Implementation of the Harmonized System is planned for January 1, 1988 or at such later date as may be appropriate.

Automated Systems Development, Maintenance and Control

This directorate is responsible for the maintenance and control of Customs automated systems in the commercial, passenger and postal streams, for the enhancement of these and for the development and implementation of selected new automated systems. This responsibility includes controlling, planning, testing, approving and scheduling all changes to existing automated systems; updating system files and documentation; resolving system problems; and providing liaison between computer specialists and user personnel. The directorate is also responsible for annually preparing the Customs Automation Strategy which is an overall plan for Customs automated development.

Manuals

- Functional Specifications
- User Manuals

Legislative Affairs Directorate

This directorate is responsible for the development and maintenance of customs legislation and related regulations as well as reviewing and analysing legislation sponsored by other government departments and agencies which relates to Customs regulations and policies. The directorate also provides advisory and evaluative services to branch managers concerning the legislative implication of prepared programs and policies.

Management Systems and Services Division

The division is responsible for branch planning, administrative support, co-ordination and management systems development.

CORPORATE ADMINISTRATION PLANNING ELEMENT

This element provides overall management direction, planning co-ordination and central administrative support services to other departmental activities, by conducting research, analysis, evaluations and audits, and by supplying such services as finance, administration, personnel and planning co-ordination and control. This element consists of Corporate Management, Personnel Administration, Audit and Evaluation, Public Relations and the Departmental and International Affairs Division.

Corporate Management Branch

The assistant deputy minister, Corporate Management Branch, is the departmental comptroller for Customs and Excise. The integration of operational planning and control, with financial planning and control, provides a single focus and authority for the management control and management support processes. It also provides a cohesive approach to the management of departmental affairs, a single point of direction and authority for the establishment of corporate plans, and a focal point for the determination of priorities and resource allocations. It is responsible for the executive direction in the following areas: financial administration, planning, performance measurement, information management, performance/operational analysis, contracting, all aspects of electronic data processing, laboratory and scientific research and analysis, and all aspects of general administration.

Systems Planning and Development Directorate

The directorate functions as an integral part of the Customs and Excise Department. It assists the Department with its mandate of assessment, collection and control of duties and taxes on imported and domestically produced goods, and by exercising control over the international movement of persons and goods. Its specific mandate is to prepare policy guidelines, strategic plans and operational plans for the provision of automated systems for the department. The directorate operates its own computer centre, consisting of three large-scale systems with five front-end computers, all of which are linked to some 400 terminals in more than 30 locations across Canada. A fourth mainframe is used primarily as a bridge from existing facilities to a more modern technological base as well as providing a facility for approved systems development.

In addition, the directorate supports departmental users of microcomputers through the services of a central information centre.

Manuals

- Automation Strategy Review
- Configuration Control Manual

Corporate Planning Directorate

The directorate has full responsibility for the co-ordination and development of the departmental strategic, operational and budget year plans as well as for the development and implementation of related policies, systems and guidelines. It is responsible for the provision of functional direction to other organizational units of the Department in the production of their input to corporate plans. It is responsible for assessing performance against plans and for reporting performance results to management.

Manuals

- Multi-Year Operational Planning Guide
- Project Management Policy and Procedures
- Planning in Customs and Excise
- Statement of Operating Principles
- Corporate Policy Handbook

Finance Directorate

The directorate is responsible for developing and implementing departmental policies and procedures and for developing policy and guidelines concerning revenues, accounts receivable and deletion of debts; for directing the operation and control of budgeting, accounting, and financial reporting operations; for developing, publishing and maintaining the departmental financial management manual; for monitoring the effectiveness of financial operations; and for reporting in public accounts.

Manuals

- Departmental Financial Management Manual

Laboratory and Scientific Services Directorate

The directorate is responsible for the provision, on a Department-wide basis, of analytical and scientific advisory services with respect to imported industrial products, domestic goods subject to excise duties, and technical terminology of legislation and international trade nomenclature systems; research and development into new scientific equipment, methodology and contraband detection systems; and functional direction, advice and support services in the areas of the Departmental Metric Conversion Program and the acquisition of laboratory and scientific services.

Manuals

- Canadian System of Alcoholometry and Tables

Administration Directorate

The directorate is responsible for the planning, managing and controlling of administrative programs such as the procuring of goods and services; materiel; the departmental portfolio of operational records of the Department; as well as the departmental directives, forms, security, emergency planning and library services.

Manuals

- Departmental Administration Management Manual

Personnel Administration Branch

Director General

The Director General is responsible for providing management direction to all the components of the Personnel Administration sub-elements.

Staffing Directorate

The directorate is responsible for providing all levels of management with staffing service and functional advice on all aspects of the staffing function, so as to ensure that highly competent employees are selected and recruited effectively and efficiently. It is also responsible for monitoring the administration of staffing delegation throughout the department so as to ensure that operational needs are met and that the integrity of the *Public Service Employment Act*, Central Agency requirements, and departmental policies and priorities are respected.

Planning and Program Development Directorate

The directorate is responsible for providing departmental management, at all levels, with advice and assistance concerning human resources planning, equal opportunity/affirmative action programs to encourage active management commitment to and support of objectives geared to increase the participation and representation of special interest groups; and a personnel data system. It co-ordinates the application of departmental management systems within the Personnel Administration Branch (such as planning, performance measurement and financial systems). The directorate provides national co-ordination and headquarters service for the Employee Assistance Program.

Employee Relations Directorate

The directorate is responsible for providing departmental management, at all levels, with advice and assistance concerning the application and interpretation of collective agreements, the principles and procedures for handling grievances, the union-management meeting process and the areas of discipline, managerial and confidential exclusions, designation, health and safety, and pay and benefits. It provides pay and benefits service to headquarters' employees. It also administers long service and incentive awards.

Customs and Excise College

The Customs and Excise College provides both centralized and decentralized training and development for departmental human resources in response to training needs identified in the Departmental Training Plan.

Official Languages Directorate

The directorate provides management and employees with functional direction and guidance to enable them to carry out their official language responsibilities and to facilitate the achievement of both government and departmental objectives for the attainment of a significant degree of institutional bilingualism in three areas — service to the public, language of work, and full participation — while maintaining compliance with central agencies' requirements.

Organization and Classification Directorate

The directorate is responsible for providing management at all levels directly, or through functional direction of regional specialists, with classification services for those groups and levels delegated to the Department, and advice to management and liaison with the central agency in respect to those groups and levels not delegated to the Department. It provides a direct classification service, for senior regional positions and all positions in those regions lacking an accredited officer, to classify and review all national jobs (approximately one-half of the Department's positions). It also provides management at all levels with an organization design consulting service, advice and assistance in the preparation of all organization change submissions, and advice to senior management on the appropriateness of proposed organization changes, to ensure sound organization structuring and effective monitoring of same while respecting the departmental organization philosophy and organization policies, principles and practices.

Manuals

- The Departmental Personnel Manual

Audit and Evaluation Branch

The branch is responsible for conducting periodic, independent and objective audits and evaluations for the Deputy Minister on all aspects of departmental endeavour, and for making recommendations to management on the activities reviewed. Program Evaluation assesses program components to determine the adequacy of their objectives and design, and their results, both intended and unintended. Audit assesses the efficiency, economy and effectiveness of internal management policies, practices and controls.

The branch has three operational audit divisions executing comprehensive audits, and a program evaluation division executing evaluations. In addition, a fifth division is engaged in research and development to improve audit techniques and provide branch administrative services.

Manuals

- Internal Auditor's Manual
- Program Evaluation Manual

Public Relations Branch

The branch is responsible for the development of a public relations strategy and for the provision of services to managers and staff in such matters as communicating with the public, media relations, and production for print, displays, exhibits, film, radio, television and advertising.

The branch also provides directly to the public, information that will foster compliance with the laws and regulations administered by the Customs and Excise component of the Department.

Departmental and International Affairs Division

The division operates in direct support of the Minister and deputy minister, and uses its co-ordinating abilities to help provide more efficient management of the Department's internal and international affairs, and to facilitate communications with the public, Members of Parliament, parliamentary committees and other government agencies.

Departmental Affairs

Some of the major duties of Departmental Affairs include administration of the *Access to Information Act*, *Privacy Act* and *Canadian Human Rights Act;* preparation of briefs for the Minister; control, review and analysis of cabinet documents, Orders-in-Council, Treasury Board submissions; preparation of replies to parliamentary questions and motions; control and monitoring of ministerial and deputy ministerial correspondence; assurance of an accurate flow of timely information to the Minister on public issues; preparation of the annual review and other papers, an example during 1985-86 being a Customs Excise document for inclusion in the regulatory agendas published by the *Canada Gazette*. The agendas provide the public with early notice of proposed or contemplated changes in legislation and regulations.

International Affairs Directorate

The directorate acts as liaison between the Department and international organizations specializing in comparative studies of administrative and technical questions related to Customs; co-ordinates the Department's participation at the international organizations; develops and implements bilateral Customs agreements between the different countries, and administers the Department's visits and external contacts policies.

Classes of Records

RCC/EPE-005
Interpretation Casework
Description: Information and research on complex tax rulings, cases referred by the regional offices and the taxpaying public, and questions resulting from legislative policy changes, such as budget resolutions and Ways and Means motions. *Topics:* General correspondence from taxpayers, Customs brokers, consultants and representative industries on specific tax rulings by commodity subject, e.g., transportation equipment, aircraft, foodstuffs, fuel, electricity. *Storage Media:* Index to tax rulings and Ruling Information System (RISE). *Retrievability:* Filed by subject number.

RCC/EPE-010
National Uniformity
Description: Information on the monitoring and quality control of tax interpretation rulings, import entries and other tax information issued by the field. *Topics:* Ruling Card Index — developed from worksheets and copies of rulings from field offices; Import Entry Monitoring Monthly Report — results of tax interpretation monitoring of import entries. Rulings issued from field monitored by quality control. *Retrievability:* Cards and copies of rulings filed by commodity code.

RCC/EPE-015
Fair Price and Values Surveys
Description: Information on investigations of individual companies for tax values for fair price purposes, and survey reports on marketing or pricing of various industries. *Topics:* Values for tax; computation of tax; specific company files; specific commodities such as lumber, truck bodies, wines, background information on fair prices. *Retrievability:* Filed by subject number and company name.

RCC/EPE-020
Field Development
Description: Information on branch training initiatives and programs relative to tax interpretations, for both tax interpretations officers and auditors in the field and at headquarters. *Topics:* Work standards; casework procedures; licence investigation procedures; classification factors. *Retrievability:* Filed by subject.

RCC/EPE-025
Licensing
Description: Information on taxpayers under the *Excise Tax Act* and the *Excise Act* from data received from the Excise regional offices. *Topics:* Licensee accounts from the regions: new accounts, changes, transfers, cancellations, reversals. *Storage Medium:* All data received are inputted into the Excise Licensee Information System (ELIS). *Retrievability:* Recoverable from weekly production reports.

RCC/EPE-030
Information Preparation
Description: Information on the taxable status of goods, persons, institutions and others; and general enquiries from the taxpaying public, chartered accountants, associations and individuals. *Topics:* Taxable status of construction materials, equipment for buildings, construction equipment, health goods, processing materials, public hospitals, certified public institutions, municipalities; farm dealership

arrangements. *Retrievability:* Cases filed by product, province and name.

RCC/EPE-035

Rulings

Description: Information on the eligibility of companies or commodities for exemption from sales or excise taxes and duties; eligibility for refund in the form of rulings — precedent and policy setting; and Tariff Board decisions under such fields as manufacturers and producers, values for tax, refunds, conditional exemptions, containers and coverings, clothing and footwear, and other general commodity headings. *Topics:* Rulings (Automated Ruling Information System (RISE) and card file); automated index to the Excise Tax Information System (ETIS); background research from regions (work-sheets).

RCC/EPE-040

Excise Collections

Description: Information on developing policies and procedures for collection of duties and taxes, specific taxpayer accounts, accounting procedures, accounting periods, and statistical information for inclusion in annual reports. *Topics:* Policy and procedures — legal; accounts; quality assurance; uncollectables; outstanding arrears; failure to file. *Retrievability:* Ledger cards on debit and credits of taxpayer accounts are filed at the appropriate field office by company.

RCC/EPE-045

Excise Audit

Description: Information on the auditing of taxpayers' records, including audit reports, audit statistics, audit EDP programs, practices and methods, taxpayer inquiries and departmental operating procedures and policies. *Topics:* Policy directives to the regions; commodity coding; refunds; Automated Responsive Audit Service Program; investigations; audit reports; licensee accounts and disputed assessments; duty audit programs on distilleries, breweries, wineries, bonded warehouses. *Storage Media:* Automated Responsive Audit Service Program; Annual Information Report System. *Retrievability:* Filed by subject number. Information retained on computer tapes and disks by name.

RCC/EPE-050

Refund Claims — Excise Gasoline Tax

Description: Information on the processing of and tracing of applications and cheques for refund of the Excise Tax on gasoline: data and statistical collection. *Topics:* Reviewing of refund applications: automated data on claimant history and status of claims and cheque issuance; Gasoline Excise Tax System, (claimant identification microfiche system); Gasoline Rejected Automated Control Environment. *Retrievability:* The applications are on microfilm while the originals are filed in Public Archives by locator number; correspondence requesting status or resulting in tracing action is held on claimant's file, filed alphabetically by name.

RCC/EPE-055

Rebate Claims — Fuel Tax Rebate

Description: Information on the processing of and tracing of applications and cheques for rebate of the fuel tax on gasoline or diesel fuel: data and statistical collection. *Topics:* Reviewing of rebate applications: automated data on claimant history and status of claims and cheque issuance; Fuel Tax System (claimant identification microfiche system); Fuel Tax Rejected Automated Control Environment. *Retrievability:* The applications are on microfilm while the originals are filed in Public Archives by locator number; correspondence requesting status or resulting in tracing action is held on claimant's file, filed alphabetically by name.

RCC/EPE-060

Sales Tax Bulk Permits — Fuel Tax Rebate

Description: Information on the processing and tracing of applications for sales tax bulk permits for the fuel tax rebate program: data and statistical collection. *Topics:* Reviewing of permit applications: automated data on status of application and permit number when issued. (Sales tax bulk permit claimant identification microfiche system). *Retrievability:* The applications are on microfilm while the originals are filed in Public Archives by locator number; correspondence requesting status or resulting in tracing action is held on claimant's file, filed alphabetically by name.

RCC/EPE-065

Registered Vendors' Certificates — Fuel Tax Rebate

Description: Information on the processing and tracing of applications for registered vendors' certificates for the fuel tax rebate program: data and statistical collection. *Topics:* Reviewing of rebate applications for registered vendors' certificates: automated data on status of application and certificate number when issued. (Registered Vendor's Certificate claimant identification microfiche system). *Retrievability:* The applications are on microfilm while the originals are filed in Public Archives by locator number; correspondence requesting status or resulting in tracing action is held on claimant's file, filed alphabetically by name.

RCC/EPE-070

Investigations — Special Bureau

Description: Information on investigations into cases of taxpayer fraud or evasion. *Topics:* Schedules of audits, narrative reports on investigation cases, prosecutions and proceedings. *Retrievability:* Cases are filed numerically and cross-indexed by name of company.

RCC/EPE-075

Excise Duty

Description: Information on the monitoring of licensees liable for excise duties under the *Excise Act;* the application of excise duty on alcohol, tobacco and tobacco products; warehousing of these products; the control of chemical stills; the application of alcoholometry; bonding of manufacturers; licensee information. *Topics:* Excise duty — general; alcohol and by-products; denatured alcohol; alcohol for fuel; beer and breweries; bonds; bonded carriers; distilleries; drawbacks and refunds of excise duty; druggists; exports; licences and permits; manufacturers in-bond; monitoring; samples for analysis; special Excise services charges; statistics; chemical stills; tobacco manufacturing; warehousing; weighing and measuring devices; wine and brandy; and labels for approval. *Retrievability:* Case files for breweries, distilleries and wineries, filed alphabetically by company.

RCC/EPE-080

Legislation

Description: Information on aspects of existing or proposed legislation under study. *Topics:* Research on air transportation tax; marginal manufacturing. *Retrievability:* Filed by subject.

RCC/EPE-085

Regulations and Remissions

Description: Information on the development and amendment of Excise Regulations under the *Excise Tax Act* and *Excise Act* and recommendations on requests for remission of sales and Excise tax and duty. *Topics:* Regulations on construction materials; clothing and footwear exemptions; Gasoline Excise Tax Refund; small manufacturers or producers Production Equipment Exemption, remissions — damaged goods remission order, coffin or casket remission order, automobile components remission order. *Retrievability:* Filed by subject number.

DEPARTMENT OF NATIONAL REVENUE (CUSTOMS AND EXCISE)

RCC/EPE-090

Tax Strategy — Appeals and Adjudications

Description: Information on the preparation of the departmental position in Tariff Board appeals and court cases. *Topics:* Correspondence that prompted an appeal; departmental position reports; Tariff Board appeals; Federal Court cases; and research studies. *Retrievability:* Filed by subject and appeal number.

RCC/EPE-095

Excise Planning

Description: Information on branch workplan development, workforce planning submissions to personnel and other branch planning projects. *Topics:* Multi-year operational plan; branch operational plan; branch program plan (Strategic Planning Submission); branch equal opportunity for women plan; and resource analysis and review.

RCC/EPE-100

Excise Secretariat

Description: Up-to-date reports of daily and monthly revenues collected for the branch. *Topics:* Gross and net receivables from collections, reported on the Analysis of Accounts Receivable Form and on the Revenue Statistics and Supplementary Information Form; daily revenue collections by revenue code, reported monthly by regions, on the Domestic Excise Collection Form; excise duty report from each distillery or brewery submitted monthly by each region on a monthly Excise Duty Form; and Diplomatic Returns, a quarterly report filed on the Excise Duty Entry Form.

RCC/EPE-105

Performance Measurement Systems

Description: Information on performance measurement for each region; national reporting; chief activity report to the assistant deputy minister. *Topics:* Chief activity report to the assistant deputy minister; Excise Branch report, national summary of Performance Measurement System and general correspondence on Performance Measurement System; assistant deputy minister's briefing book studies.

RCC/EPE-110

Collections (Regional)

Description: Information on the implementation of departmental policies and procedures for collection of duties and taxes, specific taxpayer accounts, accounting procedures and periods, statistical information for inclusion in annual reports and refunds of taxes paid. *Topics:* Tax rulings; collections made; applications for licence; internal instructions; account numbers; requisitions for cheques on notice to delinquents on arrears of taxes; debits and credits by taxpayer name; statistical files — outstanding arrears; fiscal year reports; summary of trial balances; permanent file of uncollectables; federal sales and Excise tax returns (completed). *Retrievability:* Cases filed by licensee company name; ledger cards on debits and credits filed by taxpayer name.

RCC/EPE-115

Duty (Regional)

Description: Information on monitoring and auditing of licensees liable for excise duties under the *Excise Act* including licensee information, implementation of departmental operating procedures and directives under topics such as breweries, wineries, bonded warehouses, distilleries, and tobacco. *Topics:* Tax rulings; licensing status; statement of production; monthly return of excise duty and monthly return of licensed bonded manufacturer; annual inventory of chemical stills; general correspondence. *Retrievability:* Filed by licensee company name.

RCC/EPE-120

Tax Interpretations (Regional)

Description: Information on tax rulings issued in response to licensee requests. *Topics:* Taxable status of commodities; tax rulings letters; general correspondence. *Retrievability:* Filed by licensee company name.

RCC/EPE-125

Audit (Regional)

Description: Information on the audit of taxpayers' books and records, compiling audit reports, implementing departmental operating procedures and policies, and providing audit information in response to taxpayers' requests and needs. *Topics:* Assessments; purchases; goods jobbed; goods manufactured; sales and marketing practices; audit reports; third-party demands; general correspondence. *Retrievability:* Cases filed by licensee company name.

RCC/EPE-130

Licensing (Regional)

Description: Information on the licensing of taxpayers under the *Excise Tax Act* and *Excise Act*. *Topics:* Tombstone data; licence application forms; credits owing; arrears; cancelled accounts; transfers; reversals; uncollectables; account numbers assigned; and information about licensee operations. *Retrievability:* Filed by company on computer tape.

RCC/CPE-135

Regional Field Operations

Description: Information on the application of the programs, developed by the Operational Policy and Systems Development Division, that pertain to the control of the international movement of people, goods and conveyances; the collection of revenue; entry examination and control; detection of smuggling; operation of warehouses; control of the operation of all modes of transport; and the primary inspection of services at all ports and outports. *Topics:* Transportation documents on all modes of bonded carriers — their manifests, special conditions such as diversions, temporary entry, freight forwarding; cargo, carrier and warehouse control; seizure reports; powers of attorney; uncollectables — records of individuals, firms; Carrier Penalty Assessments; temporary entries; ships' registries; investigation case files; detention orders; cultural properties — export permits; and commodity code rulings complaints. *Retrievability:* Bonded carriers are filed by mode of transport and alphabetically by company; warehouses are filed alphabetically by name and location; Customs House Brokers are filed alphabetically by name and cross-referenced by an assigned control number. *Special Access Note:* The written part of the Customs House Brokers examination is sent to headquarters for marking and retention. A more complete file on each warehouse is retained in each region.

RCC/CPE-140

Regional Drawbacks, Refunds and Remissions

Description: Information on remitting or adjusting duties and taxes by means of the drawbacks, refunds, and remission process, in accordance with the programs developed by the Tariff Relief Division; conducting audits used to verify the use of goods, and the volume of goods re-exported in order to establish eligibility for Inward Processing Remissions. *Topics:* Surveys on specific industries pertaining to current manufacturing and marketing practices; background information required by the Interdepartmental Remission Committee; standing remissions orders; policies and directives on drawbacks, refunds, remissions, diversions, temporary entries, Canadian goods abroad, home consumption. *Retrievability:* Claim forms requesting drawbacks, refunds or remissions, filed by claim number at each regional office.

RCC/CPE-145

Regional Tariff Programs and Appraisal

Description: Information on the actual application of the various programs under the Tariff Programs and Assessment Programs directorates in areas such as tariff classification, Made-in-Canada status, value for duty, anti-dumping provisions, ruling enforcement and import surveillance. *Topics:* Correspondence with importers, exporters, brokers and other clients who are requesting a ruling or final decision regarding the tariff classification or Made-in-Canada status of imported goods, and the value for duty of used goods; the enforcement of valuation rulings or anti-dumping provisions by monitoring all import entries for compliance with existing rulings and to verify the amount of duty and taxes that should have been collected. *Retrievability:* All entries are filed numerically. Correspondence filed by tariff item number, subject and commodity, or subject and name of importer or exporter at each regional office.

RCC/CPE-150
Audits and Investigations
Description: Information on audits and investigations into possible, alleged or known infractions against the *Customs Act* and other related Acts. *Topics:* Schedule of audits; narrative reports on investigation cases; co-operation and liaison with foreign customs agencies; enforcement; informants; infractions and penalties; prosecutions and proceedings; sales and Excise tax; seizures; tariff; vehicles, permits; assaults; and statistics. *Retrievability:* Investigation case files are filed numerically and cross-indexed by name of individual or company.

RCC/CPE-155
Customs Intelligence Data
Description: Information on establishing information exchange contacts and collating, analyzing and disseminating information on potential risk situations, modus operandi and other information on actual and potential violations. *Topics:* Criminal history (offence-related data); profiles of individuals, companies, and organizations considered to be high-risk possibilities; information on persons and companies, suspected of or known to have committed infractions; commodity information; commodities likely to be smuggled; modus operandi; methods of concealment, etc.; demographic considerations. *Storage Medium:* Automated Intelligence Customs Service (AICS) system. *Retrievability:* Investigation case files are filed alphabetically by name of individual, company or organization; vehicle, vessel, aircraft data is filed alphabetically and by licence number; other data, such as commodity and type of offence, are filed alphabetically.

RCC/CPE-160
Resource Analysis, Planning and Administration
Description: Information on the management of field resources, branch planning and administrative functions. *Topics:* Personnel; finance; accommodations; branch planning activities.

RCC/CPE-165
Field Liaison
Description: Information on appraising and measuring the effectiveness of regional operations; monitoring the operations of international airports and ports, including those in the Arctic and Northwest Territories; controlling the quality and effectiveness of systems, such as automotive release and entry and postal operations; monitoring field activities and identifying and recommending solutions to problems of enforcement and effectiveness; and investigating and answering complaints from the general public. *Topics:* Field liaison — general; automation; Automotive Release and Entry System; bonds and bonding; co-operation and liaison with other federal departments; enforcement; international traffic; passenger traffic; legal procedures; monitoring; operations and procedures; projects; quality assurance; Special Events Canada; special assessments; tariff classification; valuations; training; operational complaints. *Retrievability:* Files are maintained by case (alphabetically) by name of airport, region and detector dog program.

RCC/CPE-170
Rulings and Appeals
Description: Information on the determination of tariff classification and the investigation of appeals under various major industry fields such as animal and vegetable products; chemicals, plastics and allied products; wood and paper products; mineral, glass, stone and metal products; textiles, leather and clothing products; health and education products; toys and sporting goods; specialty products; machinery and electrical products, motor and other vehicles, ships and aircraft products. *Topics:* Correspondence used in determining and issuing rulings on classification or tariff relief matters; appeal documents; entries; Tariff Board cases; court cases; Deputy Minister's decisions. *Retrievability:* Files are arranged by tariff item number.

RCC/CPE-175
Made-in-Canada
Description: Information on tariff surveys and studies respecting Made-in-Canada legislation on imported goods in light of changing trade patterns, technological developments, and evolving manufacturing processes. *Topics:* Made-in-Canada inquiries; reports; studies on the status of imported goods under the major industrial headings (machinery, textiles, metals).

RCC/CPE-180
Rules of Origin
Description: Information on the determination of tariff treatment in accordance with the Canadian rules-of-origin regulations and trade agreements. *Topics:* Enquiries; reports; requests for information; investigations and final decisions on such things as entries; invoicing; preferential tariff; and direct shipment. *Retrievability:* Files are arranged by subject and country.

RCC/CPE-185
Tariffs
Description: Information on the overall functions and programs that concern the whole division. *Topics:* Machinery remission orders; Auto Pact; temporary tariff items; prohibited goods and privileges; Customs and Excise laboratory reports. *Retrievability:* Files are arranged by tariff item and commodity.

RCC/CPE-190
Remissions
Description: Information on the eligibility of companies for types of commodities for exemption or remission of duties and taxes under standing remission Orders-in-Council, special remissions, and applications to the Interdepartmental Remission Committee. *Topics:* Applications, background information, research data and decisions relating to standing remission Orders-in-Council; special remissions; Canadian goods abroad and temporary entry provisions. *Retrievability:* Cases are filed by company name and Order-in-Council number.

RCC/CPE-195
Drawbacks and Refunds
Description: Information on the drawbacks of Customs duties on exported goods, the refunds of Customs duties under various regulations (excluding appeals) and the remission of Customs duties via drawback for specific commodities. *Topics:* Correspondence on drawbacks — claims and claimants; refunds — claims and claimants; exports; obsolete or surplus goods; railway rolling stock; ships' stores; home consumption; spirits exported. *Retrievability:* Subject files and case files are arranged by company name. Refund and drawback claims are filed by claim number and held in the various regional offices.

RCC/CPE-200
Industrial Incentive Program Audit (Automotive and Special Remission)
Description: Information on the review of production reports and audits of manufacturers' production costs under the authority of the Special Remission Programs. *Topics:* Correspondence, production reports and audits pertaining to the Special Remission Programs governing the manufacturing of vehicles and parts under the Motor Vehicle Tariff Order (1965); the British Commonwealth Content

Qualifications; front-end loaders; off-highway vehicles; and the Television Remission Program. *Retrievability:* Cases are filed by company name.

RCC/CPE-205

Tariff Relief

Description: Information on the functions of the Industrial Incentive Programs Audit Unit. *Topics:* Regulations of other departments; regulations of other countries; payment of claims withheld to offset debts due to the Crown; post-audit procedures; entries and invoices; seizures arising from drawback or refund investigations; and trade talks and negotiations. *Retrievability:* Files are arranged by subject, company, country or department.

RCC/CPE-210

Anti-Dumping Investigations

Description: Information on the analysis of complaints alleging injurious dumping and resultant investigative activity. *Topics:* Original complaint; initial evalution and investigation; detailed investigation; inquiries by importers and exporters; calculations and working papers; submissions to the Canadian Import Tribunal. *Retrievability:* Files are maintained by commodity. Certain data relating to investigations may be of a proprietary or sensitive nature and cannot be released.

RCC/CPE-215

Valuation Investigations

Description: Information on the investigation of the value for duty of imported goods. *Topics:* Import statistics; importer and exporter inquiries; calculations and working papers; importer instructions; documentation. *Retrievability:* Files are maintained by importer and commodity. Certain data relating to valuation investigations may be of a proprietary or sensitive nature and cannot be released.

RCC/CPE-220

Countervail

Description: Information on the analysis of complaints of the allegedly injurious importations of subsidized goods and the possible requirement for imposition of a countervailing duty. *Topics:* Evaluation of complaints, conduct of investigations, calculations and working papers. *Retrievability:* Files are maintained by commodity. Certain data relating to countervail investigations may be of a proprietary or sensitive nature and cannot be released.

RCC/CPE-225

Appeals

Description: Information on the processing of appeals against anti-dumping and valuation rulings. *Topics:* Appeal documents and working papers relating thereto. filed by appeal and by exporter.

RCC/CPE-230

Enforcement

Description: Information respecting the enforcement of the Canadian Import Tribunal's findings, specific valuation rulings, Orders-in-Council relating to surtax matters. *Topic:* Information on import surveillance and the monitoring of valuation and anti-dumping functions in the field. *Retrievability:* Records are filed by case number.

RCC/CPE-235

Central Index

Description: Information on current and past investigational activities and incoming formal appeals. *Topics:* Formal appeals and their disposition; results of investigations; legal opinions. *Retrievability:* Records are filed by case, importer and country of export.

RCC/CPE-240

Policy and Systems

Description: Information on the development of Canadian legislation covering anti-dumping, countervail, surtax and valuation, and the development and review of systems and procedures relating to the application of these programs; liaison with other Departments and other branches and divisions within Customs; foreign trade; and tax legislation. *Topics:* Legislation; policy and technical interpretation of anti-dumping, countervail and valuation programs; correspondence and manuals; documents covering departmental participation at General Agreements on Tariff and Trade (GATT) meetings; studies and reviews on trade and tax legislation of foreign countries.

RCC/CPE-245

Foreign Offices

Description: Information on conducting anti-dumping and valuation investigations on behalf of headquarters' line directorates, the management of external relations, and the provision of a direct liaison on Customs tariff and Customs facilitation matters, trade talks and negotiations. *Topics:* Determination of normal values, fair market values, export prices and tariff classifications of imported goods; Annual Country Assessment Review; external relations; inspection services of Canadian missions abroad; consolidation of Canada's foreign service; co-operation and liaison with officials of other countries, the Brussels European Economic Council, the Customs Co-operation Council, and other international bodies. *Retrievability:* Cases are filed by individual post and nature of investigations and are held by headquarters' line divisions, with the foreign offices retaining only the portion essential in the event of any follow-up investigation.

RCC/CPE-250

Seizure Adjudication

Description: Information on the actual seizure of goods for alleged infractions of the *Customs and Excise Acts* as contained in the actual case files. regional and headquarters personnel as well as the Royal Canadian Mounted Police; register of seizures, which includes a general description of goods seized from individuals or firms; ascertained forfeitures where goods are unobtainable, including a general description of the goods, the reason(s) for seizure and the seizing officer's report, on a case-by-case basis. *Retrievability:* Cases are filed by number and cross-indexed alphabetically by name of company or individual.

RCC/CPE-255

Collections and Accounts

Description: Information on the collection of paid and outstanding accounts. *Topics:* Accounting; accounts receivable; accounts payable; suspense accounts; outstanding debts. *Retrievability:* Cases are filed by number and cross-indexed alphabetically by name of company or individual.

RCC/CPE-260

Carrier Control

Description: Information on the report and control of the use of non-duty-paid instruments of international conveyance entering, exiting and transiting Canada; all modes of transport and transport-related equipment in accordance with Customs and transportation policy. *Topics:* Remission orders for railway rolling stock, vessels, aircraft; policy directives and information of a general or specific nature relating to carriers of all modes; *Customs and Excise Offshore Application Act;* cargo containers. *Retrievability:* Case files are divided into different carrier modes and are filed alphabetically by company.

RCC/CPE-265

Cargo Control

Description: Information on the reporting and control of import cargo and in-bond cargo for export in both the automated and non-automated environments. *Topics:* Customs Cargo Control

Regulations bonded carrier program; Cargo Entry Processing and Collection System for cargo control. *Retrievability:* The information is contained in the 'D' Memoranda, which can be accessed alphabetically.

RCC/CPE-270
Warehouse Control
Description: Information on the operation of various types of warehouses; airport and marine duty-free shops; ships' stores; and the disposal of unclaimed goods. *Topics:* Customs sufferance warehouses; bonded warehouses; Queen's warehouses; frontier warehouses; airport and marine duty-free shops; ships' stores; unclaimed goods; appointment of auctioneers for the disposal of unclaimed goods. *Retrievability:* Individual sufferance warehouses records are filed alphabetically by name and location.

RCC/CPE-275
Duty-Free Shops Program
Description: Information on the design, development and implementation of the duty-free shops program at the land frontier. *Topics:* Development of criteria for licensee selections; standards of operations; procedures for licensee selection; duty-free shop regulations and controls. *Retrievability:* Individual land border duty-free shops records are filed by subject matter.

RCC/CPE-280
Passenger Entry Processing and Tariff Programs
Description: Information on the administration and application of specific tariff items and remission orders pertaining to traveller entitlements; and on the control and processing of travellers and their baggage entering Canada by all modes of transportation, other than air. *Topics:* Interpretive guidance on tariff items pertaining to visitors, former residents, returning residents, settlers, and their effects; customs facilities at border points of entry. are filed by tariff item number. Topic files are arranged by port and date.

RCC/CPE-285
Passenger Enforcement
Description: Information on the detection and investigation of criminal and civil offences committed by travellers entering Canada by all modes of transportation. and examination of high-risk passengers; interpretation of the results of mechanical electronic aids, such as Gamma Backscatter devices, an automated intelligence information system to be used by line officers for enforcement purposes; liaison with the Royal Canadian Mounted Police; new and revised enforcement policies. *Retrievability:* Records are filed by subject matter.

RCC/CPE-290
Air Passenger
Description: Information on the control of travellers entering Canada by air; on functional direction to Customs inspectors at airports; and on the departmental posture at the International Air Passenger Traffic Sub-Committee. *Topics:* Inspection procedures and passenger processing at airports; charter access and level of service; Customs facilities at airports; signage; baggage handling; sterile lounges; pre-clearance and security; liaison with other Departments. *Retrievability:* Case files for individual airports are filed alphabetically by name.

RCC/CPE-295
Postal Policies, Procedures and Automated Systems
Description: Information on various policies, procedures, operational and proposed non-automated and automated systems respecting the importation of goods through the postal system by commercial and non-commercial importers; also co-operation and liaison with domestic and foreign authorities. *Topics:* Legal interpretations of legislation, regulations and policies; alternative processing methodologies; postal methods of payment for duties and taxes; postal import remissions; postal release procedures; complaints; types and classes of mail; mail movement and control; prohibited goods disposal; co-operation and liaison with domestic and foreign authorities such as the Royal Canadian Mounted Police, Agriculture Canada, Health and Welfare Canada, Canada Post Corporation and Statistics Canada.

RCC/CPE-300
Enforcement Devices and Techniques
Description: Information on the evaluation of current and proposed new techniques and scientific devices to detect non-compliance (by importers and travellers) with the law respecting illegal use of the mails and other means of transportation to import prohibited goods. *Topics:* Scientific devices and technological developments in detection equipment; drug enforcement; contraband detection programs; international enforcement and investigations; intelligence liaison. *Retrievability:* Records are filed by subject matter.

RCC/CPE-305
Courier Systems and Procedures
Description: Information on the control of courier, low-value, small package shipments from their time of arrival in Canada until completion of legal disposition. *Topics:* Courier policy; projects; statistics; and legal interpretations of various alternative proposals and committees. *Retrievability:* Information is filed by subject matter.

RCC/CPE-310
Mechanized Systems Development
Description: Information on ensuring effective Customs control over the movement and processing of international mail, by means of improved facility designs and both mechanical and non-mechanical systems. *Topics:* Facility improvements; correspondence and drawings; machinery and equipment. *Retrievability:* Records are filed by subject and by Customs office.

RCC/CPE-315
CEPACS Implementation
Description: Information and records on the implementation of CEPACS, the major automated system in the Customs commercial stream. *Topics:* System descriptions, implementation plans, quality assurance programs, training material, implementation reports, pre- and post-implementation evaluation reports. *Retrievability:* Files are indexed alphabetically, chronologically and numerically.

RCC/CPE-320
Automated Systems — Testing
Description: Information on the testing group within the directorate that tests systems updates, problem fixes, developments and enhancements to the system, to ensure the production system is functioning well and that changes have not affected other areas within the computer program. *Topics:* Various test packages to assess the different valid and invalid situations in the system's functional specifications: the Cargo Test Package, Entry Test Package, and Specific Problem Tests. *Retrievability:* Files are indexed by subject and numerically.

RCC/CPE-325
Automated Systems — Development and Maintenance (Revised)
Description: Information on the conversion of manual systems to automated systems; on systems development; and on automated systems maintenance and control. *Topics:* EDP administration project management policy, procedures and guidelines, project files, problems resolution committee, systems problems, systems enhancements, file maintenance. *Retrievability:* Files are indexed by subject, numerically and chronologically.

DEPARTMENT OF NATIONAL REVENUE (CUSTOMS AND EXCISE)

RCC/CPE-330

Entry and Amendment Systems

Description: Information on Customs entry of commercial goods and related documentation: revenue accounting, invoicing, appeals against assessment. *Topics:* Warehouse entries; B3 and B8 entry documentation; sight entries; amending entries; temporary entries; Canada Customs invoices. contained in the 'D' memoranda, which can be accessed alphabetically.

RCC/CPE-335

Release Systems

Description: Information on policies and procedures relating to the release of commercial goods, and documentation related to the export of goods: B13 Export Declaration, Security Bonds. *Topics:* Release prior to payment, including Standing Authority Release, Automotive Release, Liquor Board Release; summary reporting of exports. *Retrievability:* Headquarters' security bonds are filed alphabetically by name of importer.

RCC/CPE-340

Operational Services

Description: Information on the licensing and control of Customs brokers and on the effective operation of Customs ports. *Topics:* Qualified person examination; Licensing Advisory Committee; Customs brokers; agents; power of attorney; Customs ports; hours of service, special service; enforcement officers. *Retrievability:* Customs brokers and individual ports are filed alphabetically by name and location.

RCC/CPE-345

General

Description: Information on the overall functions of commercial entry systems (e.g., audits, co-operation and liaison, meetings, projects and reports). *Topics:* Commodity coding; contingency plans; *Customs Act* revisions; co-operation with the Canadian Exporters' Association, Canadian Association of Customs Brokers, Canadian Importers' Association, Canadian Industrial Traffic League, and external agencies in general. *Retrievability:* Information is contained in the 'D' memoranda, which can be accessed alphabetically.

RCC/CPE-350

ALERT System

Description: Information on the development, testing and evaluation of the Automated Lookout Enquiry and Report (ALERT) component of NCCS. *Topics:* Problem definition, feasibility studies, development, pilot test, microfilming, enhancements and evaluation. *Retrievability:* Information is filed by subject matter.

RCC/CPE-355

Conditional Release

Description: Information on the development, testing and evaluation of the Release Minimum Documentation (RMD), Audit and Periodic Entry components of the NCCS. *Topics:* Benefit/cost analysis reports, pilot implementation plans, evaluation methodology, pre- and post-pilot statistics for evaluation, importer and commodity profiles and results of compliance verifications. *Retrievability:* Information is filed by subject matter and by importer.

RCC/CPE-360

Data Capture

Description: Information on the development, testing and evaluation of systems to allow direct transmission of cargo, release, entries and amendment data to Customs from importers/brokers and carriers. *Topics:* System requirements definitions, cost/benefit analysis reports, functional specifications, pilot implementation plan. *Retrievability:* Information is filed by subject matter.

RCC/CPE-365

Commercial Verification

Description: Information on verification policies and procedures respecting the sixty pieces of legislation administered by Customs at the frontier. *Topics:* Operational examination techniques; operational policies and procedures; and instructions to port officers in verification methodology. *Retrievability:* 'D' memoranda and files containing instructions can be accessed alphabetically.

RCC/CPE-370

Commercial Enforcement

Description: Information on the development of enforcement policies, techniques and procedures. *Topics:* Import and export enforcement policies and procedures; policies on the utilization of intelligence data in enforcement programs. *Retrievability:* Files are in numerical order.

RCC/CPE-375

Legislative Affairs

Description: Information on the evaluation and revision of existing legislation, the development and drafting of new legislation and the processing or amending of regulations, ministerial orders and other statutory instruments required by the branch. *Topics:* Historical data on the present *Customs Act;* correspondence with departmental sources and other government Departments; background information and supporting documentation; analysis of comments on the preparation of the revised *Customs Act*, requests for background information; and rationale for new, amended or revoked Orders-in-Council, ministerial regulations and other statutory instruments. *Retrievability:* Files are arranged by subject matter.

RCC/CPE-380

Harmonized Commodity Description and Coding System

Description: Information on the Harmonized Commodity Description and Coding System (HS) and the conversion of the Customs Tariff and Canadian International Trade Classification (CITC) to a format based on the HS. *Topics:* Meetings of the Nomenclature and Interim Harmonized System Committees of the Customs Co-operation Council; the Customs Co-operation Council Nomenclature (CCCN) and the HS; draft Canadian tariff and statistical nomenclature based on the HS. *Retrievability:* Correspondence on commodity classification is filed by HS heading number.

RCC/CPE-390

Planning and Programming

Description: Information on the development of branch goals and plans designed to achieve those goals as well as maintain the integrity of established plans and goals through programming. *Topics:* Branch planning activities. *Retrievability:* Records are filed by subject matter.

RCC/CPE-395

Monitoring, Control and Administrative Services

Description: Information on the management of the administrative functions for the Customs programs. *Topics:* Entry retrieval providing for import and export analysis, data on past importations and exportations, personnel, finance, accommodation and other administrative matters. *Retrievability:* Records are filed by subject matter.

RCC/CPE-400

Management Analysis and Review

Description: Information on the review and analysis of reports and proposals; development and co-ordination of management policies, plans, programs and special briefings. *Topics:* Audits; access to information; personnel matters; training. *Retrievability:* Records are filed by subject matter.

DEPARTMENT OF NATIONAL REVENUE (CUSTOMS AND EXCISE)

RCC/CPE-405
Management Systems Development
Description: Information on the systems development and implementation support for the performance measurement system. *Topics:* Performance measurement system. *Retrievability:* Records are filed by subject matter.

RCC/CAE-410
Planning Analysis
Description: Information on various planning subjects. *Topics:* Policy; auditor; Comptroller General; evaluation; program evaluation; internal audit; real property management; planning systems of other Departments; planning presentation; Policy and Expenditure Management System (PEMS); program operational management; Information Management Plan; planning calendar; branch automation requirements. *Retrievability:* Files are arranged by subject and number.

RCC/CAE-415
Planning Co-ordination
Description: Information on the Multi-Year Departmental Operational Plan; on an inventory of significant departmental projects; on records relating to operational, strategic, financial, management reporting plans. *Topics:* Person-year and financial resource requirements by activity, sub-activity and branch for a five-year planning period; key information on significant (level 1 and 2) projects including objective, responsibilities, approval, documentation and total project resources; Policy and Expenditure Management System (PEMS); program operational management; Information Management Plan; planning calendar; branch automation requirements; financial planning; human resource planning; National Unity Office; operational planning; program planning; strategic planning; work planning. *Retrievability:* Files are arranged by subject and number. Electronic data processing (EDP) recording is used for the Multi-Year Operational Plan and the inventory of significant projects.

RCC/CAE-420
Tax and Non-Tax Revenue
Description: Information on the analysis, distribution and reporting of tax and non-tax revenue. Information and data on the research, analysis, draft proposals and approval of departmental financial policy, systems and procedures. *Topics:* Customs and Excise tax and non-tax revenues, reconciliation of revenue collected with Bank of Canada deposit acknowledgements; annual reconciliation of cash in transit; technical information; legislative/regulatory requirements; research problem definitions, proposals, alternative solutions, reports, drafts and approvals. *Retrievability:* Files are arranged by subject and number, or by project.

RCC/CAE-425
Analytical/Advisory Service
Description: Information on the analytical service provided in support of the administration of the *Customs Tariff Act* and other Customs legislation; on the analytical service provided in support of the Administration of Excise Duty legislation; and records relating to the Spirits Instrument Testing Program; on scientific and technical research and development work in support of the administration of Customs and Excise policies, regulations and procedures; and on the Customs and Excise Metric Conversion program. *Topics:* (i) Technical information and methodology for the analysis of commodity importations; analytical work summaries of chemical and physical analysis; and technical literature obtained from manufacturers. (ii) Correspondence on analytical services pertaining to denaturants in alcohol products, goods subject to excise duty, seizures of illicit spirits, formulation approval in alcoholic preparations and the Spirits Instruments Testing Program. (iii) Project reports and working papers associated with the investigation and development of scientific methods, systems and equipment for the detection and identification of goods subject to Customs and Excise control; external consultants providing specialized laboratory services; and scientific equipment manufacturers. (iv) Includes correspondence pertaining to project plans and reports, proposed metric conversion relating to departmental operations, interdepartmental committee documents and general communications, all relating to the departmental metric conversion program. *Retrievability:* (i) (ii) and (iv) indexed on EDP database; (iii) filed alphabetically by manufacturer's name, numerically by project, external consultants filed by date.

RCC/CAE-430
Administration
Description: The following records are in addition to the Standard Classes of Records that are common to all departments and are listed in this Register (see Table of Contents). Information relating to the editing and type composition of work instruments and the operations and procedures of these sections; information relating to the liaison with Supply and Services Canada for the printing and/or sale of work instruments; and to the distribution and warehousing of departmental publications. *Topics:* Policy, procedures, technology, organization and methods of editing and type composition of work instruments; directives review project; integrated publishing system service; policy, procedures, technology, organization and methods of requisitioning for printing, distribution, and storage of work instruments, including the development and maintenance of an automated mailing list system service. *Retrievability:* Filed by subject matter.

RCC/CAE-435
Audit and Evaluation
Description: Information on internal audits of departmental activities. Information on evaluation and assessment of program components. *Topics:* Internal audit policy, plans and reports; program evaluation policy, plans and reports.

RCC/CAE-440
Access, Privacy and Human Rights
Description: Information on the departmental Access to Information and Privacy programs, policies and procedures. Information on complaints filed against Customs and Excise employees under the provisions of the *Canadian Human Rights Act*. *Topics:* Policy, procedures and report files; Access to Information and Privacy information bank files. *Retrievability:* Policies and procedures are filed by subject. Individual request files are numbered sequentially on a fiscal year basis. Requests are cross-referenced to the information bank files.

RCC/CAE-445
International Representation
Description: Information on departmental activities with various international organizations. *Topics:* Customs Co-operation Council (CCC); European Economic Communities (EEC); European Free Trade Association (EFTA); General Agreement on Tariffs and Trade (GATT); Multilateral Trade Negotiations (MTN); United Nations Conference on Trade and Development (UNCTAD); and others. *Retrievability:* General topics are filed by subject; organizations, by name; and trade negotiations, by country.

DEPARTMENT OF NATIONAL REVENUE (TAXATION)

Chapter 71

DEPARTMENT OF NATIONAL REVENUE (TAXATION)

DEPARTMENT OF NATIONAL REVENUE (TAXATION)
(RCT)

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POLICY AND SYSTEMS BRANCH
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141 Enquiries and Taxpayer Assistance Program
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156 Technical Research and Non-Resident Tax
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166 Revenue Programs
171 Registry Programs and Procedures
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181 Non-Filers or Late Tax Filers
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191 Audit Programs — Planning, Development and Control of Programs; Resource Allocation

LEGISLATIVE AND INTERGOVERNMENTAL AFFAIRS BRANCH
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046 Taxation Research Master Files (Secondary Files)
051 Registered Pension and Deferred Income Plans
056 Charitable Organizations
061 Proposed and Enacted Amendments
066 Exchange of Information under Tax Treaties
071 Tax Treaty Files
076 Other International Matters
081 Provincial Information
086 Changes to International Provisions of the Income Tax Act
091 Social Security Agreements
096 Regulations
101 Mathematical Tax Models — Operation and Control
106 Statistics — Operation, Control and Release of Data
111 Statistical Services to the Department
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901 Administration
903 Administrative and Management Services

DEPARTMENT OF NATIONAL REVENUE (TAXATION)

POLICY AND SYSTEMS BRANCH (PSB)

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211 Audit Operations Evaluation
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ACCESS TO INFORMATION
CO-ORDINATOR
REVENUE CANADA, TAXATION
HEAD OFFICE
OTTAWA, ONTARIO
KIA 0L8

DEPARTMENT OF NATIONAL REVENUE (TAXATION)

Overall Responsibilities

National Revenue (Taxation) is responsible for the administration and collection of individual and corporate income tax under the *Income Tax Act*. It collects provincial income tax from individuals for all provinces except Québec, and from corporations for all provinces except Québec, Ontario and Alberta. It also collects contributions under the Canada Pension Plan, premiums under the *Unemployment Insurance Act*, and taxes under the *Petroleum and Gas Revenue Tax Act*.

The Department's two main objectives are to collect taxes, Canada Pension Plan contributions and Unemployment Insurance premiums imposed under law, by encouraging voluntary compliance and by deterring tax evasion and tax avoidance; and to maintain public confidence in the integrity of the tax system by administering tax and related legislation fairly, uniformly and courteously as stated in the Declaration of Taxpayer Rights.

Many people assume that the Department that collects federal taxes also establishes the provisions of the *Income Tax Act*. National Revenue Taxation administers the tax laws passed by Parliament, but the Department of Finance initiates the government's tax policy.

Canada operates a self-assessment income tax system under which its citizens individually calculate the taxes they must pay according to the law. The Department is responsible for verifying the accuracy of taxpayer's returns.

If a taxpayer feels the law is not being correctly applied, he or she can dispute his or her tax assessment through the Department's appeal system and, if appropriate, through the courts.

Organization

At head office there are four assistant deputy ministers who administer four separate functions: Legislative and Intergovernmental Affairs, Policy and Systems, Management Services, and Communications and Corporate Development. They report directly to the Deputy Minister. Also reporting directly are the director general of Appeals, a special advisor and the director of Legal Services who is employed by the Department of Justice as an advisor to the deputy minister. In addition, four regional assistant deputy ministers, responsible for the operational direction of district taxation offices and taxation centres, report directly to the deputy minister. The other branches are headed by directors general or directors reporting to their respective assistant deputy ministers.

Key Contacts

Taxation recognizes that taxpayers can comply with the law only when they know what is expected of them. For this reason, the Department provides information and assistance to taxpayers in several ways. The most convenient point of contact is one of the 30 district taxation offices and four sub-offices. District office staff provide assistance and answer tax questions over the counter, by telephone and by correspondence.

Public Affairs Officers

In each of the district taxation offices there is a permanent or part-time public affairs officer (PAO), depending on the size of the area served. The PAO is involved with most of the programs and services described below, working directly with the taxpaying public, with community leaders and organizations, and with local media.

In addition, all offices now have a problem resolution co-ordinator who handles taxpayer questions and problems which cannot or have not been handled by normal procedural means.

Community Programs

Volunteer Program

The Volunteer Program assists taxpayers who cannot complete their own returns because of age, ill health, language or other difficulties. This is a community program in which district office staff train community group representatives and other interested individuals to complete basic tax returns. These volunteers then assist other taxpayers free-of-charge.

Teaching Taxes

This program helps teachers at the secondary and community college level give basic tax instruction. Students learn to prepare accurate returns and also acquire general knowledge of Canada's taxation system.

Rural Tax Scheme

This is a kit of information prepared for the farming community and distributed through the district offices to agricultural organizations or individuals.

Media Information

A wide range of tax information material is prepared for newspapers, radio and television each year. The Department provides an income tax resource kit to both daily and weekly newspapers as well as a foreign-language media kit in Canada. Brief public service announcements giving answers to common taxpayer questions or information on changes in tax law are distributed to radio and television stations during the filing season. In addition, the Department offers ongoing access to specific information through press releases, news briefs, speeches, interviews, and explanations of recent (or soon to be held) events related to taxpayers.

Films and Videos

Taxation has produced several programs on film and video cassette which are available in both official languages and may be borrowed from local offices of the National Film Board.

- Tax: The Outcome of Income (the historical evolution of Canadian income tax)
- Tax is Not A Four Letter Word (an animated film about tax collection)
- Meet the Martins (a message about completing tax returns correctly)
- A Choice of Two and The Sloane Affair (about corporate corruption and tax evasion)

In addition, 30-minute television programs are produced in English and French to assist the taxpayer with common questions and errors during the filing season.

Major Publications

The Department issues a variety of publications and forms, which are available free from the district taxation offices.

- Inside Taxation, the annual review, gives a broad overview of Taxation's philosophy, organization and operations. It also provides statistical and other detailed information.

Pamphlets and Leaflets

There are several series of publications dealing with specific aspects of taxation. They are available in both official languages free of charge at your district office.

Understanding Income Tax

- Filing Your First Return
- Paying Tax by Instalments
- Obtaining the *Income Tax Act*
- Tax Publications

DEPARTMENT OF NATIONAL REVENUE (TAXATION)

Family Series

- Child Care Expenses
- Child Tax Credit
- Moving Expenses
- Retirement Years
- Separation and Divorce
- The Student

Business Series

- Commission Earnings
- Rental Income
- Small Business
- Babysitting as a Business
- Your Appeal Rights: CPP/UI Determination

Charities Series

- Registering Your Charity

Financial Series

- Capital Gains
- Gifts in Kind
- Registered Home Ownership Savings Plans
- Registered Retirement Savings Plans
- Forward Averaging
- Canada Savings Bonds
- Registered Retirement Income Funds

Non-resident Series

- Canada and Its Tax Treaties
- Living Outside Canada

Tax Guides

The Income Tax Guide that comes with your tax return is the most important source of taxpayer information. Other guides also address the needs of specific groups of taxpayers, such as

- Instalment Guide for Individuals
- Guide to the Standard Financial Statements
- Farmer's Income Tax Guide
- Fishermen's Income Tax Guide
- Instalment Guide for Farmers and Fishermen
- Immigrant's and Emigrant's Income Tax Guide
- Guide — T1 Income Tax Returns for Deceased Persons
- T2 Corporation Income Tax Guide
- Guide to the T3 Trust Information Return and Income Tax Return
- The Canada Pension Plan — Information for the Self-employed
- Unemployment Insurance Coverage Information for Barbers and Hairdressers
- Unemployment Insurance Coverage Information for Taxi and Passenger Vehicle Operators
- Unemployment Insurance Coverage Information for Self-Employed Fishermen
- Fishermen and Unemployment Insurance

Technical Publications

Information circulars and interpretation bulletins, issued as the occasion demands, covers administrative matters and interpretations of the laws the Department administers. These series are of a technical nature and are used primarily by accountants, lawyers and other tax specialists. Annual indexes to the circulars and bulletins are available.

The Department also publishes an annual in-depth analysis of tax returns called Taxation Statistics. The latest edition provides statistics for the prior taxation year and is available through Supply and Services Canada or from bookstores authorized to sell government publications.

Reading Rooms

National Revenue Taxation has established reading rooms in the following district offices and taxation centres:

Atlantic Region:
St. John's, Charlottetown, Halifax, Sydney and Saint John.

Québec Region:
Québec City, Montréal, Rouyn, Sherbrooke, Laval and St-Hubert and the Jonquière and Shawinigan Taxation Centres.

Ontario Region:
Ottawa, Kingston, Belleville, Toronto, Hamilton, Kitchener, St. Catharines, London, Windsor, Sudbury and Thunder Bay.

Western Region:
Winnipeg, Regina, Saskatoon, Calgary, Edmonton, Penticton, Vancouver and Victoria and the Surrey Taxation Centre.

These reading rooms are open to the public (Monday through Friday — 08:15 to 17:00) and contain copies of *Taxation Operations Manual*, Information Circulars, Interpretation Bulletins, the Access to Information and Privacy Acts, the *Access Register* and the *Personal Information Index* and request forms.

Reading room attendants are available to assist individuals seeking information and to complete the request forms.

Access Procedures

The Access and Privacy Division is the organization responsible for administering the Access to Information and Privacy legislation for the Department. It provides advice on the interpretation and application of the law, regulations and procedures. It plans, organizes, directs and monitors national operations pertaining to the processing of requests for information pursuant to this legislation.

Although a single Minister presides over both Taxation, and Customs and Excise, for Access to Information and Privacy purposes, the departments are considered separate entities.

Therefore, formal access requests should clearly specify the Department — Taxation or Customs and Excise — from which information is being sought.

Taxation access requests should be directed to

Access and Privacy Co-ordinator
Revenue Canada (Taxation)
Head Office
Ottawa, Ontario
K1A 0L8

Communications and Corporate Development Branch

The newly created branch of Communications and Corporate Development is mandated to support the department's management of change. The branch combines such existing functions as Internal Audit and Evaluation, and the Communications and Corporate Management Information Divisions with newer sections such as the Corporate Secretariat and Corporate Projects and Strategic Planning.

The Corporate Projects and Strategic Planning Division is responsible for strategic studies pertaining to emerging, current and anticipated developments in areas of taxation, in technology and in taxpayer behaviour which will affect the Department in the long term.

The Communications section provides accurate, timely advice and guidance on all departmental communications directed externally to the public and internally to the Department's employees, and provides the effective delivery of the Problem Resolution Program to Canadian taxpayers.

The Corporate Secretariat consists of four sections whose objectives include: ensuring that the Department complies with the legislative and administrative requirements of the Access to Information and Privacy program; providing briefing material, conference arrangements and secretariat services; managing the production of accurate responses to taxpayers' correspondence addressed to the Minister, the Deputy Minister and the department in general; and co-ordinating liaison, internal and external to the Department.

The Corporate Management Information Division identifies and gathers information for use by the executive cadre to monitor resource utilization and program-delivery performance. This Division also designs and maintains systems to produce data for senior management regarding employees' time usage and productivity (Time and Production System).

The Internal Audit and Program Evaluation Directorate assesses compliance with established governmental and departmental management policies, procedures and standards; gauges whether operations are effective and efficient; and determines the existence of inadequacies in the tax system. This includes developing, co-ordinating and implementing internal audits and evaluations. The program is conducted as directed by audit and evaluation policies issued by the Office of the Comptroller General.

Corporate Management Information Division

This division provides managers throughout the Department with time utilization, production and related productivity information to assist them in their planning, controlling, monitoring and operational decision-making functions as well as with information to meet central agency requirements. The Division also develops a comprehensive framework of corporate management information, including performance indicators and report formats, intended to ensure the provision of information to top management from functional management, needed to manage the programs of the Department as a whole. These functions are carried out through the development, implementation and maintenance of computer systems designed to provide specific data and to integrate the data gathered through progressively higher levels of summarization to meet the needs of first-line supervisors up to the most senior level of corporate management. The functions are also carried out by researching the information requirements of top management, assessing the adequacy of information available and proposing ways to ensure the processing of information required by top management.

Manuals

- Taxation Operations Manual, Part 50 — Time and Data Reporting
- Taxation Operations Manual, Part 06 — Computer Outputs

Internal Audit and Evaluation Directorate

The Directorate conducts independent appraisals of the departmental activities, provides objective analyses and makes recommendations to all levels of management about the activities reviewed. This enables the Department to evaluate the economy, efficiency and effectiveness of the application of departmental policies, programs and procedures, as well as to assess the effectiveness of security measures in the protection of federal funds, property and the confidentiality of information. The function of this Directorate includes program evaluations to assess the continued relevance, impact and effectiveness of all departmental programs and internal audits which analyze and investigate the efficiency of all departmental operations.

The Directorate is also responsible for functional direction of internal audit units reporting to directors of district offices and taxation centres. This functional responsibility includes the planning, implementation, and monitoring of the Department's internal audit policies. Internal Audit provides assessments of individual field office compliance with policies and procedures to senior managers in field offices.

Manuals

- Taxation Operations Manual, Part 08 — Internal Audit
- Staff bulletins — contain procedures and work instructions for directorate staff

Communications Directorate

The Directorate formulates public relations policies for the Department and provides information on its policies, programs and activities to the general public, the news media and organizations and individuals with a special interest in taxation. A broad variety of publications, audio-visual programs and media information covering a range of tax topics is produced and revised each year. The Directorate counsels the Department on information and public relations matters generally and advises management on possible public and media reaction to its programs and procedures. It also provides guidance to district office public affairs officers.

Manuals

- Taxation Operations Manual, Part 91 — describes the Department's public relations policy and branch program responsibilities for publications, audio-visual material, advertising, public enquiries, media relations, prosecutions publicity and public speaking engagements
- Information Checklist — a directory of information programs, services and materials revised and distributed annually to public relations officers to help them select appropriate materials when planning local information activities

Legislative and Intergovernmental Affairs Branch

This Branch comprises Legislative Affairs Directorate, Registration Directorate and Statistical Services Division. It also includes Technical and Intergovernmental Affairs which is comprised of Specialty Rulings Directorate, Rulings Directorate, Provincial and International Relations Division and Technical and Interpretations Division.

The assistant deputy minister of the Legislative and Intergovernmental Affairs Branch has accountability for interpreting the *Income Tax Act*, the Canada Pension Plan and the *Unemployment Insurance Act* and Regulations under them; for issuing interpretive publications and giving interpretations and binding rulings to satisfy the needs of departmental staff and the taxpaying public; for obtaining changes to the law to remove anomalies; for ensuring that amendments to the law proposed by other departments can be administered, and that they reflect government policy; for registering charities and deferred income plans and ensuring that they comply with the law; for administering agreements with other countries and the provinces; and for a statistical service which compiles income tax return data for the use of both the public and private sectors, and services departmental managers.

Legislative Affairs Directorate

This Directorate comprises the Current Amendments and Regulations Division, and the Publications Division.

The Legislative Affairs Directorate is accountable for the administrative feasibility of amendments to the *Income Tax Act* and Regulations and for ensuring that Interpretation Bulletins and Circulars reflect the correct interpretation of the law.

Current Amendments and Regulations Division

This division recommends amendments to the *Income Tax Act* to facilitate its administration by the Department and reviews and advises on the administrative feasibility of all suggested amendments, including those proposed by the Department of Finance. The division also drafts amendments to Regulations for specified parts of the Canada Pension Plan and the *Unemployment Insurance Act*, 1971 and to administrative provisions of Regulations under the *Income Tax Act;* and reviews and advises on the administrative feasibility of all suggested amendments to Regulations under the *Income Tax Act* and the *Petroleum and Gas Revenue Tax Act*.

Publications Division

This division prepares and revises interpretation bulletins and certain information circulars and edits income tax rulings selected for publication, tax information pamphlets and certain internal technical memoranda. Such interpretation bulletins, information circulars, income tax rulings and tax information pamphlets provide technical information to the public and departmental staff.

Registration Directorate

This Directorate controls registration for taxation purposes of employees' pension plans, deferred profit-sharing plans, supplementary unemployment benefit plans, retirement savings plans, retirement income funds, registered investments, education savings plans and charitable organizations. It controls issuing of certificates and letters of exemption to non-resident trusts or organizations and the filing of returns by agents of political parties and candidates.

Manuals

- Procedural Manuals — contain policy, guidelines and instructions for registration, revocation, annulment and administrative activities of the division.

Statistical Services Division

This division provides statistical information compiled from income tax returns for use by policy and program analysts in both the public and private sectors; technical support to the Department in the area of statistics; a forecasting service in support of departmental planning activities; and mathematical models for use in policy analysis. It develops information systems and optimization models for program planning, evaluation and control; and conducts operations research and computer simulations to make best use of human and financial resources in certain departmental operations.

Manuals

- Taxation Operations Manual, Part 07 — contains clerical instructions for collecting information about taxpayers from individual returns for statistical tabulation and modelling purposes
- Taxation Operations Manual, Part 04 — contains instructions for collecting tax filer information from corporation tax returns for statistical tabulation and modelling purposes

Technical and Intergovernmental Affairs

This section comprises the Specialty Rulings Directorate and the Rulings Directorate. The other two divisions are the Provincial and International Relations Division, and the Technical Interpretations Division.

The Technical and Intergovernmental Affairs Section interprets the *Income Tax Act*, the *Canada Pension Plan Act* and the *Unemployment Insurance Act* and related Regulations, as well as International Tax Treaties, and provides interpretations and binding rulings. It also ensures directives and training material are consistent with the law and the Department's interpretation. The Provincial and International Relations Division administers agreements with the countries and provinces.

Specialty Rulings Directorate

This Directorate is responsible for issuing authoritative advance income tax rulings and technical interpretations of the *Income Tax Act* and Regulations and related legislation to taxpayers and district offices through: — the Reorganization and Non-Resident Division responsible for matters relating to non-resident, business and property income; corporate reorganizations; and foreign and small business; — the Small Business and General Division responsible for matters relating to scientific research; merchandising, manufacturing and construction; services, public utilities and exempt corporations; personal and general farms; to ensure uniform application of the law to taxpayers; review of departmental forms, returns, circulars and bulletins to ensure that they conform with the Act; and review and recommend to accept or appeal adverse court decisions that, if accepted, would result in significant change in interpretation of the law.

Rulings Directorate

The Rulings Directorate comprises the Bilingual Services and Resources Division and the Financial Industries Division. It is responsible for issuing authoritative interpretations of the *Income Tax Act* and regulations and related legislation to taxpayers whose language of choice is French and to all taxpayers operating in resource-based industries or in banking, insurance, or trustee functions, and to district offices; for technical review of departmental returns and forms intended for use by the same groups of taxpayers to ensure that they conform with the Act; for the review and recommendation to accept or appeal adverse court decisions that, if accepted, would result in significant change in interpretation of the law; for provision of general information and advice to district offices and taxation centres.

Provincial and International Relations Division

This division provides internal and external advice on problems in provincial and international tax law and obtains solutions to these problems; represents the Department at negotiations on tax treaties and international social security agreements, and at meetings on federal-provincial taxation problems; controls the exchange of confidential information between the Department and provincial governments, territories or tax treaty partners; and researches proposed amendments to the law, treaties and provincial or territorial tax agreements involving international, non-resident and provincial legislation to ensure that amendments proposed by other divisions and departments can be administered.

Manuals

- Taxation Operations Manual, Part 90 — contains information on income tax conventions with foreign governments and also touches on provincial matters

Policy and Systems Branch

This branch is comprised of the following four directorates: Collections and Accounting, Assessing and Enquiries, Audit, and Systems. It works closely with district offices and taxation centres on program matters and provides operational advice to the regional assistant deputy ministers.

The branch is accountable for formulation of national policy and programs governing collection of tax, Unemployment Insurance premiums and Canada Pension Plan contributions, and the filing and assessing of returns; for compliance and enforcement programs; and design and operation of computer and manual processing systems.

The branch is also responsible for communicating with and accounting to the public and other government departments, as required by the federal and provincial income tax acts, foreign tax agreements, the Canada Pension Plan, *Unemployment Insurance Act* and other related statutes.

Collections and Accounting Directorate

This directorate is responsible for policies, national programs and techniques governing deductions at source for income tax, Canada Pension Plan contributions and Unemployment Insurance premiums, and monthly and quarterly remittances made by corporations, trusts and individuals. It is also responsible for policies on the collection of taxes.

This organization comprises the Source Deductions, Collections, and Revenue Programs divisions.

Manuals

- Taxation Operations Manual — contains policy, guidelines and procedures and logic applicable to the following divisions:
  - — Source Deductions - Parts 23-25, 34, 36, 37
  - — Collections - Part 22
  - — Revenue Programs - Parts 35, 54, 55, 57, 58, 64-67, 75, Corporate Manuals 92, 96, Taxation Centre Manuals 57 and 58

Source Deductions Division

This Division develops and directs the administrative and enforcement policy and procedures for all deductions at source required pursuant to the *Income Tax Act* and coverage provisions of the Canada Pension Plan and *Unemployment Insurance Act*. It also develops and directs the administration of the coverage provisions of the Canada Pension Plan and of the *Unemployment Insurance Act*.

Manuals

- Taxation Operations Manual, Parts 23-25, 34, 36, 37

Collections Division

This Division develops and directs departmental programs to collect federal and provincial income tax, non-resident tax, Canada Pension Plan contributions, unemployment insurance premiums and petroleum and gas revenue and/or royalty tax.

Manuals

- Taxation Operations Manual, Part 22

Revenue Programs Division

This Division is responsible for the control and processing of all payments to the Department and for departmental accounting procedures, including the assessment of interest charges and/or credits for all taxpayers (including corporate taxpayers).

Manuals

- Taxation Operations Manual, Parts 35, 54, 55, 57, 58, 64 to 67 and 75
- Corporate Manual, Parts 92 and 96
- Taxation Centre Manual, Parts 57 and 58

Taxroll Division

This Division plans and directs departmental programs to store individual (T1), corporate (T2), trust (T3), remuneration (T4), investment (T5) and petroleum and gas producer (PGRT11 and PGRT5) tax returns and to provide internal file access to all other operational areas of the Department. It also develops and implements administrative and enforcement policies and procedures relative to late or non-filing taxpayers.

Manuals

- Taxation Operations Manual, Parts 26-31, 3940 and 6730

Assessing and Enquiries Directorate

The Directorate plans and directs national programs to assess (T1) individuals, (T2) corporate, (T3) trust and petroleum and gas producers tax returns, and to reassess returns as a result of post-assessing verification and taxpayer requested adjustments. It also provides a related information and enquiry service to the public.

Manuals

- Taxation Operations Manual, Parts 32, 39-44 — contains technical applications, policies and procedures for the assessment and re-assessment of returns, and related enquiry programs
- Public Information Reference Guide
- Petroleum and Gas Revenue Tax Manual

Audit Directorate

The directorate develops, implements and monitors national policies, procedures, systems and programs for the selection, audit, investigation and review of tax returns in the corporate, trust and self-employed sectors of the economy to ensure the highest degree of taxpayer compliance and enforcement of tax laws.

This organization comprises the Audit Programs, Specialized Audit, Special Investigations, and Tax Avoidance and Foreign Operations divisions.

Manuals

- Taxation Operations Manual, Parts 10-16 — contains policy and procedures for audit and enforcement functions
- Special Handbook on the Group Head Function

Audit Programs Division

This division plans, controls and evaluates national audit programs; develops a computerized system for determining audit workload and selecting files for audit; evaluates district office operation; develops, implements and monitors programs designed to ensure uniform application of the *Income Tax Act* and Regulations and departmental policies; develops sources and communication channels and co-ordinates the processing of information to assist the planning of compliance activities; co-ordinates and monitors national audit projects designed to recover unpaid taxes, if any, from specific classes or groups of taxpayers; develops and implements policy on computer-assisted audits.

Manuals

- Taxation Operations Manual, Parts 10 and 16 — contains criteria for non-compliance identification, file selection, program evaluation and national projects, and guidelines and procedures for the audit function

Specialized Audit Division

This division develops and implements national policy on specialized auditing techniques and assessing practices, develops and maintains audit publications and training programs, monitors specific audit applications, and provides technical and operational assistance to field staff involved in the audit of specific major industries, corporations, trusts, self-employed individuals, business equity valuations, real estate appraisals and international audit issues.

Manuals

- Taxation Operations Manual, Parts 12, 13, 14 — contains policy, guidelines, techniques and procedures for conducting audits and projects, appraising real estate and valuing business equities
- Special Handbook on the Group Head Function

Special Investigations Division

This division develops and implements national policy and objectives and plans, controls and evaluates field programs and projects for the detection, investigation and criminal prosecution of violations of the *Income Tax Act*, Canada Pension Plan, *Unemployment Insurance Act* and various provincial statutes.

Manuals

- Taxation Operations Manual, Part 11 — contains policy, guidelines and procedures for the enforcement of tax laws

Tax Avoidance and Foreign Operations Division

This division develops and implements national policy, procedures and programs to detect and challenge schemes and arrangements that reduce, defer or avoid taxes by circumventing the law or thwarting its intent; and negotiates and reviews proposed solutions of competent authority cases involving double taxation as provided for in tax treaties, and co-ordinates Canada's participation in international joint audits.

Manuals

- Taxation Operations Manual, Part 15 — Tax Avoidance
- Taxation Operations Manual, Part 10(16)0 — Competent Authority
- Taxation Operations Manual, Part 14(51)0 — Guidelines for the United States — Canada Simultaneous Examination Program

Systems Directorate

The directorate is responsible for all departmental data processing equipment, including micro-computers, and related applications, telecommunications and systems software. It conducts feasibility studies, develops and maintains computer systems and writes procedural instructions in support of departmental programs, and operates the main computer installation and associated communications networks. Some electronic data processing (EDP) services are provided to other federal departments and other levels of government.

This organization comprises the Computer Services, Tax Systems and Information Systems divisions and the Financial and Administrative Services sector, which looks after all EDP requirements.

Computer Services Division

The division operates and maintains the Department's central computer installation and associated national communications networks. It also provides functional direction on matters relating to data processing operations to the district offices and taxation centres.

Tax Systems Division

This division is responsible for the implementation and maintenance of electronic data processing systems and procedures that process data extracted from tax returns; the provision of documentation and operating instructions; the development of standards and guidelines for program development; and maintenance of functions, including analysis, design, testing, quality assurance and proper response to problems. The division is also responsible for the provision of similar systems services to certain other federal departments and other levels of government.

Information Systems Division

This division is responsible for the implementation and maintenance of the electronic data processing systems and procedures for the processing of administrative information for the Department; for the design and administration of departmental databases; for the provision of documentation and operating instructions; for the development of standards and guidelines for program development and maintenance functions, including analysis, design, testing, quality assurance, proper responses to problems; for the development and operation of an information centre of electronic data processing staff to facilitate quicker user access to data; and to provide similar systems services to certain other federal departments and other levels of government.

Appeals Branch

The branch establishes policy and procedures for consideration and disposition of notices of objection to assessments under the *Income Tax Act* and the *Petroleum and Gas Revenue Tax Act* and for the determination of questions under the Canada Pension Plan and *Unemployment Insurance Act*. It plans, organizes, directs, implements and controls national programs, and instructs the Department of Justice on conducting appeals to the Pension Appeals Board, the Tax Court of Canada, the Federal Court and the Supreme Court. The appeals activity is kept separate from audit work. The Department recognizes that to be equitable and objective, the officers who exercise the appeals function should not be those who were responsible for the original assessments.

The Appeals Branch comprises the Policy and Programs Division, the Appeals and Referrals Division, and the Canada Pension Plan and Unemployment Insurance (CPP/UI) Determination and Appeals Division.

Manuals

- Taxation Operations Manual, Part 70 — contains policies and procedures for consideration and disposal of objections and for the conduct of appeals

Policy and Programs Division

This division plans, organizes, directs and controls a national program for the consideration and disposition of notices of objection to assessments under the *Income Tax Act* and the *Petroleum and Gas Revenue Tax Act* and for the conduct of appeals to the Tax Court of Canada (other than for the Ottawa region); and plans and monitors national programs for the determination of questions under the *Unemployment Insurance Act* and the Canada Pension Plan and for the conduct of appeals to the Pension Appeals Board, the Tax Court of Canada, the Federal Court and the Supreme Court.

Manuals

- Taxation Operations Manual, Part 70:
  - — Chapter 7010, Appeals Branch policies
  - — Chapter 7020, District Office and Taxation Centre Appeals Division procedures
  - — Chapter 7030, Designated Appeals Offices procedures (Tax Court of Canada cases)
  - — Chapter 7040, Guidelines on Ministerial Determination — Canada Pension Plan and *Unemployment Insurance Act*

- — Chapter 7050, District Office and Taxation Centre Appeals Division form letters
- New Appeals Officers' Handbook (training)
- T2008A Binder (instructions for issuing the Minister's Notification of Confirmation)
- Test Check Manual — designed to assist chiefs of appeals in monitoring workload

Appeals and Referrals Division

This division provides assistance to district office and taxation centre appeals divisions in the consideration and disposal of objections; instructs the Department of Justice on the conduct of appeals to the Tax Court of Canada (Ottawa region), the Federal Court and the Supreme Court; and reviews adverse court decisions to determine if they should be appealed to a higher court.

Manuals

- Taxation Operations Manual, Part 70, Chapter 7010, Appeals Branch Policies — contains the policies and procedures for consideration and disposal of objections and for the conduct of appeals

CPP/UI Determination and Appeals Division

This division answers determination requests related to coverage under the *Unemployment Insurance Act* and the Canada Pension Plan, and reconsiders income tax assessments under objection on related matters; provides functional guidance to district office appeals divisions on Unemployment Insurance and Canada Pension Plan matters; instructs the Department of Justice concerning appeals to the Tax Court of Canada, the Pension Appeals Board, the Federal Court and the Supreme Court; and reviews adverse decisions to determine whether they should be appealed to a higher court.

Manuals

- Guidelines on Ministerial Determinations — a guide to examining determination requests and drafting determinations
- Digest of Unemployment Insurance Jurisprudence — summarizes the jurisprudence in certain insurability areas

Management Services Branch

The branch is responsible for the planning, development and monitoring of national policies, procedures and programs in the area of finance, personnel, training and general administration, as well as the direct provision of these services to head office. The branch is comprised of the following directorates and divisions.

Personnel Directorate

This directorate is responsible for the administration of all personnel programs, which includes researching and formulating national policies, guidelines, procedures and program plans in the areas of position classification, pay and benefits, staffing, staff relations, human resources, equal opportunities and personnel services. The directorate also provides an advisory service in these areas, co-ordinates some national staffing programs, classifies positions for which local and regional management do not have authority, and advises the deputy minister on final level grievances. The directorate is comprised of the Human Resources, Classification and Organization, Employee Relations and Services and Head Office Personnel Operations divisions.

Manuals

- Taxation Operations Manual — contains policy, guidelines and procedures applicable to the administration of personnel; Parts 8010, 8015, 8019, 8020, 8030, 8040, 8077, 8080, 8090, 8095, 8096, 8097, dealing with staffing, staff relations, classification, swearing of oaths, special identification and authorization cards, incentive award programs, manpower planning, career assignment, equal opportunities, performance review, official languages and personnel services
- Personnel Administration Letters — describe departmental policy, guidelines and procedures on a variety of personnel matters

Human Resources Division

This division is responsible for the design, development, implementation and monitoring of human resources policies and programs throughout the Department, encompassing staffing, human resources planning and development, official languages, affirmative action and senior management career programs; providing advice and guidance to field operations on human resources matters and for managing non-delegated activities and national programs in this field.

Manuals

- Taxation Operations Manual, Part 80, Part 8010-13 — Manpower Planning; Part 8014 — Career Assignment Policy; Part 8015 — Policy on Equal Opportunities for Employees; Part 8019 — Performance Review and Employee Appraisal; Part 8020 — Official Languages; Part 8030 — Staffing; Part 8072 — Authorized Staff Training and Development

Classification and Organization Division

This division is responsible for researching, developing and monitoring policies for position classification and organization design; analyzing organization and classification submissions for non-delegated groups and levels; providing advice and guidance to head office and field management.

Manuals

- Taxation Operations Manual, Part 8080 — Classification

Employee Relations and Services Division

This division is responsible for the development and monitoring of national personnel policies, program plans and procedures in the areas of Staff Relations, Safety and Health, Pay and Benefits and Personnel Information Systems.

Manuals

- Taxation Operations Manual, Part 8040 — Staff Relations; Part 8090 — Personnel Services

Head Office Personnel Operations Division

This division is responsible for directing the management of personnel programs, planning, organizing, co-ordinating and controlling a delegated personnel program for the Head Office organization; providing advice and guidance to line managers on all aspects of staffing, compensation, staff relations and associated personnel specialities.

Manuals

The division uses manuals and records as described by the other divisions reporting to the director general, Personnel Directorate, and the Centre for Career Development.

Centre for Career Development

The centre is responsible for the design and implementation of all technical, managerial and personal computer training as well as professional development programs for all trainers in the Department. These programs are aimed at ensuring a continuing supply of well-trained staff ready to meet the specialized needs of operational managers responsible for fulfilling the Department's role.

Manuals

- Taxation Operations Manual — Departmental Training Policy
- Description of Departmental Courses — Catalogue of Courses

Tax Forms Directorate

This directorate is responsible for the development and implementation of an effective program in the area of mail, messenger and distribution; the design, production and distribution of all federal tax forms and related printed instructions, and for all general operational communications and forms used in head office, district offices and taxation centres. The directorate ensures that all forms meet the requirements of the *Income Tax Act* and related Acts and that they are available as required in both official languages. It also ensures they are compatible with machine and/or computer processing requirements. The directorate is accountable for forecasting and expenditures related to printing and distribution.

Manuals

- Taxation Operations Manual — 09 — Printing and Forms Management
- Taxation Operations Manual — 60 — Mail and Messenger Services

Administrative Policy Directorate

This directorate researches and formulates national policies, guidelines, procedures and program plans in all areas of administrative policy including materiel management, accommodation, office communication systems, records management, library services, word and information processing. The directorate provides services in these areas to the head office complex.

Manuals

- Taxation Operations Manual — 59 — Materiel Management; 61 — Premises (procedures relating to accommodation, buildings, etc.); 6130 — Office Communications Systems
- Taxation Operations Manual, Part 6140 — Telecommunications Management
- Taxation Operations Manual — 62 — Records (records office procedures, retention and disposal schedules, etc.); 68 — Word Processing; 69 — Departmental Master File Classification System

Security Directorate

This directorate develops, implements, monitors and promotes national security policies, procedures and programs relative to the protection of departmental information, employees and assets.

Manuals

- Taxation Operations Manual, Part 02 — Security Administrator Handbook

Finance Directorate

This directorate is responsible for the design, planning and resourcing of all finance-related programs throughout the Department; for maintaining systems and procedures for financial control; for cash forecasting; and for analysis and reporting of assessed and cash revenue to the Department of Finance and provincial governments.

Manuals

- Taxation Operations Manual, Part 51 — describes the means of maintaining control and the actual delegations of financial signing authorities made by the Minister and deputy minister; and instructions pertaining to coding and classification of expenditures and accounting for expenditures; Part 53 — instructions for the preparation of the operating budget and for the reporting of manpower utilization

Classes of Records

RCT/CCD-006 *Formerly Identified as:* RCT/MCD-005
Departmental Programs
Description: Information on computer listings of coverage and results of departmental programs, comparing actual resource utilization and production to budget. *Topics:* Statistical computer listings on program results by comparison of budgeted to actual person hours and production.

RCT/CCD-011 *Formerly Identified as:* RCT/MCD-010
Central Agencies — Reports
Description: Information on central agency reports containing results obtained by monitoring departmental activities such as the processing of returns and handling of refunds; analysis and feedback by the Department on report content; information from other head office divisions on report content affecting their areas of responsibility. *Topics:* Central agency reports outlining activities reviewed, agency findings and recommendations and the Department's comments; communications with central agencies such as Comptroller General, Privy Council and Impac Co-ordination.

RCT/CCD-016 *Formerly Identified as:* RCT/MCD-020
Time and Production System
Description: Information on the development, implementation and maintenance of time and production systems. *Topics:* Time Production System (TPS).

RCT/CCD-021 *Formerly Identified as:* RCT/IAE-025
Field Internal Audit Programs
Description: Information on Field Internal Audit policy and objectives, coverage, plans, monitoring and reports of the audit activity. *Topics:* Organization structure; forecasting, budgeting and resource utilization; workload selection; specific activities audited; control of remittances, general security, sensitive transcript and voucher control.

RCT/CCD-026 *Formerly Identified as:* RCT/IAE-030
Program Evaluation
Description: Information on program evaluation plans, steps carried out, records of interview, organization charts, statistical data, queries and replies and general correspondence. *Topics:* Policy, evaluation procedures, long-term and annual evaluation plans, working papers, reports of findings and conclusions, recommendations.

RCT/CCD-031 *Formerly Identified as:* RCT/IAE-035
Internal Audit
Description: Information on audit plans, audit steps carried out, records of interviews, organization charts, statistical data, queries and replies and general correspondence. *Topics:* Audit policy and procedures, audit schedules and planning, manual and computerized audit programs, audit working papers, audit reports; departmental operations and staff matters (RCT/P-PE-803).

RCT/LIA-036 *Formerly Identified as:* RCT/LEG-040
Legislative and Intergovernmental Affairs Branch Memoranda — Research Material.
Description: Information on interpretations of significant or

problematic income tax matters. Research files contain copies of technically significant interpretations, rulings, legal opinions and position papers in connection with each memorandum issued to departmental staff. *Topics:* Technical interpretations, background information and intended effect on certain aspects of the *Income Tax Act*, Canada Pension Plan, *Unemployment Insurance Act*, reciprocal tax treaties, the Income Tax Acts of agreeing provinces and related Regulations, specific topics such as Universities Outside Canada, Forgiveness of Loans and Educational Institutions.

RCT/LIA-041 *Formerly Identified as:* RCT/LEG-045
Taxation Rulings — Subject Matter Files (Primary Files)
Description: Correspondence with taxpayers on matters relating to interpretations of the *Income Tax Act* and Regulations, including copies of advance income tax rulings and requests for technical interpretations. *Topics:* Subject files are broken down into specific subject topics as listed in the index to the *Income Tax Act* and Regulations and related legislation, e.g., income from office or employment, capital cost allowances, gifts, dividends, property, deceased taxpayers, expenses. Files contain both the incoming taxpayer enquiry and the outgoing response. *Retrievability:* Correspondence is filed chronologically under the relevant topic: a card index is maintained to assist in locating specific correspondence either under the taxpayer's name and/or that of his or her representative.

RCT/LIA-046 *Formerly Identified as:* RCT/LEG-050
Taxation Research Master Files (Secondary Files)
Description: Information on technically significant tax interpretations, income tax rulings, legal opinions in respect of specific sections of the Act, Regulations and other related legislation, and included in the Taxation Rulings subject matter files. In many cases taxpayers involved are identified. *Topics:* Subject topics are the same as indicated in RCT/LIA-041 except that they contain only the outgoing response to taxpayer enquiries and are filed by section or subsection of the Act, e.g., 5(1) Income from office or employment, Section 115 non-residence taxable income earned in Canada, 130 Investment Corporations. *Retrievability:* Correspondence is filed chronologically under the relevant section or subsection; a card is maintained to assist in locating specific correspondence either under the taxpayer's name and/or that of his or her representative.

RCT/LIA-051 *Formerly Identified as:* RCT/LEG-055
Registered Pension and Deferred Income Plans
Description: Information on registration and approval of amendments to employees' pension plans (EPPs), deferred profit sharing plans (DPSPs), education savings plans (RESPs), supplementary unemployment venefit plans (SUBPs), retirement savings plans (RRSPs), retirement income funds (RRIFs); registered investments (RIs); approval of special payments to employee pension plans; and the development of forms and information circulars. *Topics:* Research and subject files on specific provisions concerning EPPs, DPSPs, RESPs, SUBPs, RRSPs, RRIFs and RIs (contain letters to and from taxpayers); administrative and organizational practices for processing applications for registration and amendments to plans; instructions for completing style letters; instructions for completing computer transcripts for the PLEGE program; development and amendment of forms; development and amendment of information circulars.

RCT/LIA-056 *Formerly Identified as:* RCT/LEG-060
Charitable Organizations
Description: Information on the registration of charities and Canadian amateur athletic associations; review of information returns, special ministerial approvals and designations; applications under the Canada — U.S. Reciprocal Tax Convention; submissions from educational institutions and universities both inside and outside Canada; and the development of forms and information circulars. *Topics:* Research and subject matter files on various matters dealing with charity and amateur sports (contain correspondence with taxpayers, transcripts of court cases); directives on processing applications for registration; instructions for completing style letters; instructions for completing computer transcripts; development and amendment of forms; development and amendment of information circulars; returns of information regarding charitable organizations (T3010) and amateur athletic associations (T2052).

RCT/LIA-061 *Formerly Identified as:* RET/LEG-065
Proposed and Enacted Amendments
Description: Information on memoranda, discussion papers and other background material in connection with proposed amendments. This material is maintained in confidential files until each amendment is passed by Parliament. *Topics:* Correspondence and liaison memoranda with other divisions, the Department of Finance and other government departments; subject matter files, by section of the *Income Tax Act*, containing all material related to a given amendment.

RCT/LIA-066 *Formerly Identified as:* RCT/LEG-070
Exchange of Information under Tax Treaties
Description: Information on requests between competent authorities for information on taxpayers required to assess taxes under the respective taxing statutes. *Topics:* Requests to foreign governments for specific taxpayer information, with copies of information supplied; requests from foreign governments for specific taxpayer information, with copies of information supplied; general information and correspondence on procedures followed, interpretation of provisions in treaties.

RCT/LIA-071 *Formerly Identified as:* RCT/LEG-075
Tax Treaty Files
Description: Information on the negotiation of all tax treaties including all of the notes and minutes of negotiation meetings. *Topics:* Separate series of files for each set of negotiations with treaty countries and general files on the interpretation of treaties. Some examples include treaties with Australia, Barbados, Belgium, Israel, Switzerland, the United Kingdom, and the United States.

RCT/LIA-076 *Formerly Identified as:* RCT/LEG-080
Other International Matters
Description: Information on relations with the Department of External Affairs, other governments, taxpayers both domestic and foreign, and with international organizations, on matters not covered under other classes of records. *Topics:* Sovereign immunity and non-resident problems; international joint programs; Commonwealth Association of Tax Administrators (CATA); Organization for Economic and Co-operative Development (OECD); Centro Interamericano de Administradores Tributarios (CIAT).

RCT/LIA-081 *Formerly Identified as:* RCT/LEG-085
Provincial Information
Description: Information on dealings with the Department of Finance with provincial governments and other divisions within the Department on the administration and interpretation of the law, collection agreements and changes to provincial law. *Topics:* Exchange of information with provinces regarding individual taxpayers; interpretation of federal and provincial income tax acts; provincial budget changes, proposed and enacted; interpretation of collection agreements; administration of collection agreements.

RCT/LIA-086 *Formerly Identified as:* RCT/LEG-090
Changes to International Provisions of the Income Tax Act
Description: Information on recommendations for changes to various provisions of the *Income Tax Act*, e.g., provisions covering income of non-resident persons and shareholders of certain corporations not resident in Canada. *Topics:* Files on proposed changes to the Act such as Part XIII (Sections 212-217) dealing with the taxation of income from Canada of non-resident persons (interest, dividends and

royalties). The provision for foreign tax credits in Section 126 and the provisions dealing with residents in Section 250 are further examples.

RCT/LIA-091 *Formerly Identified as:* RCT/LEG-095
Social Security Agreements

Description: Information on the negotiation of social security agreements with Québec and with foreign governments in conjunction with Health and Welfare Canada and implementation of these agreements. Canada has social security agreements with France, Greece, Italy, Jamaica and Portugal. *Topics:* Negotiations of the agreements; implementation of the agreements.

RCT/LIA-096 *Formerly Identified as:* RCT/LEG-100
Regulations

Description: Information on memoranda, discussion papers, correspondence and other background material relating to new, or amendments to existing, regulations; copies of Orders-in-Council and schedules thereto, submission letters and communications between the deputy minister and the Minister. *Topics:* Liaison with other divisions, departments or agencies; subject matter files by part (of regulations) number containing materials related to amendment; chronological file containing master copies of all amendments and communications from the deputy minister to the Minister.

RCT/LIA-101 *Formerly Identified as:* RCT/LEG-105
Mathematical Tax Models — Operation and Control

Description: Information on the objectives, work, duties and responsibilities of the various tax model work groups; tax model sample selection schemes; computer database files and record layout; computer program documentation; computer simulation system documentation; and data transcription instructions. *Topics:* Administrative workload and processing model; tax return processing simulation model; personal taxation simulation model; corporation taxation simulation model; transcription instructions; techniques to prevent release of identifiable taxpayer information; corporate, individual and family database files; operational computer programs; sampling techniques.

RCT/LIA-106 *Formerly Identified as:* RCT/LEG-110
Statistics — Operation, Control and Release of Data

Description: Information on the objectives, work, duties and responsibilities of the various work groups tabulating statistics; on computer program documentation and design; on sample designs, data transcription techniques and instructions; on data base files and record layouts; on requests for and releases of data; and on data tabulations compiled. *Topics:* Statistics on individuals with various breakdowns by age, sex, occupation, and geographic region; corporation income statistics; trusts and charitable organizations statistics; requests for and releases of statistical information by source, personal, corporation and family sample files; statistical sample designs for collecting statistics listed above; listings of agencies legally entitled to taxation data; records of releases of taxation data to federal and provincial agencies; monthly and quarterly tax collection and tax filing reports; internal administrative statistics on assessments, audits, and post-assessing projects.

RCT/LIA-111 *Formerly Identified as:* RCT/LEG-115
Statistical Services to the Department

Description: Information on forecasts of expected filing patterns of individual, corporate and trust, income tax returns; on statistical schemes and consulting services provided to divisions in the Department. *Topics:* Mobility studies of the movement of tax filers; consulting services provided to the Department; research studies related to the mobility of tax filers, statistical services provided to the Department; forecasts of various workload indicators.

RCT/LIA-116 *Formerly Identified as:* RCT/LEG-120
Operations Research Studies

Description: Information on the statement of a problem, method of approach, and the mathematical and operations research techniques involved in each study; summary of data requirements, design and procedures required to perform each study; on system analysis, design and programming documentation to process data of each study; and on data analysis, reports, data files and correspondence produced during each study. *Topics:* Planning process studies; effectiveness studies; work optimization studies; workload and file selection studies; profile analysis; trend analysis studies.

RCT/PSB-121 *Formerly Identified as:* RCT/PSB-125
Assessing Programs — Planning and Control

Description: Information on program forecasts and budgets of assessing operations in head office, district offices and taxation centres; development and implementation of work and quality standards and of production and resource-utilization systems; review of field operations, organizational structures and job descriptions. *Topics:* Liaison with other departments and head office divisions; manpower resource allocation and utilization directives to field offices; budgets and programs — forecasts, allocations, results, evaluation and systems; organizational structures of district offices and taxation centres and related job descriptions.

RCT/PSB-126 *Formerly Identified as:* RCT/PSB-130
T1 Individual Income Tax Returns — Initial Assessment Program

Description: Information on the planning, control and monitoring of the T1 Initial Assessment programs; the publication of the T1 (individual tax return) Return Tax Form and related schedules; systems, procedures and policies designed to verify the accuracy of individual returns and to issue notices of assessment. *Topics:* Estimates and budgets; evaluation reports; person-year utilization; functional audits; operational and administrative communications to and from field operations, head office divisions and other departments; tax preparers and issuers of receipts form approval; consultations, negotiations and proposals on provincial taxes, rebates, royalties and credits; T1 initial assessment and reassessment system — computerized and manual; job descriptions; organizational structures.

RCT/PSB-131 *Formerly Identified as:* RCT/PSB-135
T1 Individual Income Tax Returns — Reassessment Program

Description: Information on the planning, control and monitoring of T1 individual income tax returns reassessment programs; systems, procedures and policies established for determining necessary adjustments to previously assessed individual tax returns and for issuing notices of reassessments. Adjustment may result from additional information submitted by taxpayers or from further verification of returns initiated by the Department. *Topics:* Estimates and budgets; evaluation reports, person-year utilization; functional audits; operational and administrative communications to and from field operations, head office divisions and other departments; T1 compliance verification systems — computerized and manual; consultations and negotiations with provinces on verification of provincial taxes assessed, rebates, royalties and credits for individuals; job descriptions; organization structures.

RCT/PSB-136 *Formerly Identified as:* RCT/PSB-140
T2 (Corporate) Initial Assessment Program, T2 (Corporate) Reassessment Program and T3 (Trust) and PGRT (Petroleum and Gas Revenue Tax)

Description: Information on the planning, control and monitoring of T2 (corporate tax returns), T3 (trust tax returns) and PGRT (petroleum and gas revenue tax returns) assessment and reassessment programs; systems, procedures and related policies designed to check the accuracy of corporation, trust and petroleum and gas tax returns, to determine adjustments required and to issue notices of assessment or reassessment. *Topics:* T2 assessment and reassessment systems — computerized and manual; T3 and PGRT assessment and reassessment — manual system; T2, T3 and PGRT compliance — verification system — computerized and manual; directives to field offices on interpretation of policies and procedures; operational and administrative communications with field offices, head office divisions and other government departments; reports evaluating field offices' assessments and reassessments of T2 and T3 returns; consultations and negotiations with provinces on administration of proposed legislation and on the assessment and post-assessment verification of provincial taxes, rebates, royalties, and credits for corporations, trusts and petroleum and gas producers.

RCT/PSB-141 *Formerly Identified as:* RCT/PSB-145
Enquiries and Taxpayer Assistance Program
Description: Information on the planning, control and monitoring of information programs on T1 (individual), T2 (corporation) and T3 (trust) income tax returns; the publication of guides, circulars and booklets for use by the general public; administrative policy and technical interpretations. *Topics:* Administrative application of interpretations of the *Income Tax Act* concerning reporting requirements for individuals, corporations and trusts; consultations with provinces on the content of information materials concerning provincial taxes, rebates, royalties and credits, both for the public and for departmental use; estimates and budgets; evaluation reports; person-year utilization; functional audits; suggestions for improvements to guides and booklets; administrative and operational communications to and from field operations; job descriptions; organization structures.

RCT/PSB-146 *Formerly Identified as:* RCT/PSB-150
Coverage Policy and Legislation
Description: Information on departmental policy and procedures in all areas pertaining to coverage under the Canada Pension Plan and *Unemployment Insurance Act* and under the Administrative Arrangement related to the Social Security Reciprocal Agreements; operational and administrative guidance to field offices; research on Canada Pension Plan and Unemployment Insurance legislation; provisions of the *Income Tax Act* concerning source deductions and related regulations; planning and development of tax, Canada Pension Plan and unemployment insurance tables. *Topics:* Taxability, pensionability and insurability of payments and status of individuals and employers; records of earnings and reports on monitoring visits and statistics; tax and Canada Pension Plan and unemployment insurance tables.

RCT/PSB-151
Source Deductions (New)
Description: Information on the planning and development of payroll audit policy and procedures; operational and administrative guidance to field offices; development of departmental internal and public forms and transcripts; monitoring procedures, techniques and statistical data; review of computer-based operational processing systems including IPS (Information Processing System); development of administrative and enforcement policy and procedures for all deductions at source (manual or computerized). *Topics:* Data relating to prosecutions (failure to remit deductions at source); processing and verification of information returns; source deductions programs; payroll audits; withholding, remitting and reporting; monitoring of source deductions activities; operational and administrative communications to field operations.

RCT/PSB-156
Technical Research and Non-Resident Tax (New)
Description: Information on the technical application of interpretations regarding benefits and allowances under the *Income Tax Act*, and application of the *Income Tax Act* as it pertains to non-residents; recommendations for legislative changes; technical and administrative guidance to field offices; development of departmental, internal and public forms. *Topics:* Taxability of benefits and allowances; projects and enquiries (internal and public); technical application of the *Income Tax Act* as it pertains to non-residents and of Income Tax Regulation 105 as it applies to non-residents rendering services in Canada under Part I of the Act; summary of remuneration paid (T4-T4A return); return of amounts paid or credited to non-residents of Canada (NR4-NR4A return); information return — fisherman (T4F return); returns of allocations and payments under employee profit sharing plan (T4SP).

RCT/PSB-161
Collections (New)
Description: Information on the planning and development of work programs; policies and procedures dealing with delinquent taxpayers accounts; development of departmental internal and public forms and transcripts; monitoring procedures, techniques and statistical data; review of computer-based operational processing systems; information on the technical application of the interpretations regarding collection of income tax, Canada Pension Plan contributions, unemployment insurance premiums and non-resident tax remittances. *Topics:* Collection cases (individual and corporate); statistics (computer data on computer-based systems, e.g. PAYDAC, CINDAC, CORPAC); Auditor-General queries; case law; demands for payments; collection programs; collections (general matters pertaining to collection of accounts); federal acts affecting collection techniques; collection and control of petroleum and gas revenues and/or royalties subject to tax; monitoring of collections activities; uncollectable debt reviews.

RCT/PSB-166
Revenue Programs (New)
Description: Information on the development and implementation of accounting and revenue-control systems for corporate, individual, trust, resident and non-resident accounts; information contained in the general and subsidiary ledgers; systems and procedures for calculating and reporting interest, accounts receivable, including cash payments of tax and refund and assessments, instalment payments; evaluation of programs and monitoring of operational units. *Topics:* *Income Tax Act* pertaining to the calculation of interest and penalties, and refunds, interest and penalties (correspondence with taxpayers); payment of tax (correspondence with taxpayers); monitoring visit reports; computer operations, general (reports and source documents on processing of financial transactions); matters pertaining to various aspects of operations.

RCT/PSB-171
Registry Programs and Procedures (New)
Description: Information on the planning, control and monitoring of programs related to the taxpayer master file system and subsidiary systems; on storage and retrieval of returns through the on-line computerized charge-out system; on the internal file service to district offices and taxation centres; and on the security of returns. *Topics:* Individual taxpayer master file system (TAPMA), RCT/P-PU-040, which includes the following applications: Income and Deductions (INCDED), TAPMA Ident, forward averaging amounts, refund cheque number, Summary of T1 Data, Intercept Display, Income and Deduction Print (INCDED), TAPMA Print; Action Request — Delinquent Action, Set (or Down) Intercept, Set (or Down) RAP Inhibit, Select TAMPA Master for on-line display, Set (or Delete) CINDAC Stall Code; Taxroll plans and programs; discounters; refund enquiries and tracing; public and internal forms review; security; public archives (PARC) liaison; confidentiality of income tax returns.

RCT/PSB-176
T2 and Information Returns (New)
Description: Information on the planning, control and monitoring of programs related to the corporation master file system; on filing requirements and processing procedures for third party information returns; corporation master file system (CORPAC); on storage and retrieval of returns through the on-line computerized charge-out system. *Topics:* Surname, Social Insurance Number Query Program;

T4 Amendment Query and Confirmation Program; filing requirements and policy relative to late filing penalties on information returns (T3 trust), T3D deferred profit sharing plan or revoked plan information return and income tax return, T3P employees pension plan information return and income tax return, T3S supplementary unemployment benefit plan information return and income tax return, T3H-IND registered home ownership savings plan individual information return and income tax return, T3R-IND registered retirement savings plan individual information return and income tax return, T3-RIF-IND registered retirement income fund individual information return and income tax return, T3RI registered investment information return and income tax return, T4PS return of allocations and payments under employees' profit sharing plan, T4 HOSP statement of registered home ownership savings plan income fund, T1-CP return in respect of certified feature productions and certified short productions and T5 summary return of investment income, petroleum and gas procedures, tax returns (PGRT1 and PGRT5) filing reqirements; use of social insurance numbers; record rescheduling, third party information; MURBs; microform control.

RCT/PSB-181 *Formerly Identified as:* RCT/PSB-180
Non-Filers or Late Tax Filers
Description: Information on computerized programs for action against delinquent taxpayers; the objectives, work, duties and responsibilities of the Identification and Compliance Unit; interdepartmental referral selection and investigation of late and non-filers; special projects; matching third-party information to income tax returns for the purpose of verifying income. *Topics:* Delinquent action — individual and corporations, application of penalties for gross negligence (sub-section 163(1) of the *Income Tax Act*), assessments raised under subsection 152(7) of the *Income Tax Act* — arbitrary, bankrupt filers, computerized delinquent action system (DELPAC) and late and non-filer reporting system, prosecution for failure to file income tax returns, special delinquency action projects, identification of non-filers, methods of obtaining compliance and non-filers reporting system, other third-party information sources.

RCT/PSB-186 *Formerly Identified as:* RCT/PSB-185
Taxroll Programs — Planning and Control
Description: Information on taxroll objectives, work programs, budgets and administrative policy, program and achievement reports, monitoring statistics, analysis of taxroll activity, long-term strategic planning and evaluation of taxation centre and district office multi-year operational plan taxroll operations. *Topics:* Estimates and budgets (program forecast), time production codes, manpower utilization, signing authorities, workload planning and resource allocation, taxroll head office strategic planning, district offices and taxation centres.

RCT/PSB-191 *Formerly Identified as:* RCT/PSB-190
Audit Programs — Planning, Development and Control of Programs; Resource Allocation
Description: Information on audit organization, objectives, coverage, work programs, allocation of resources and budget preparation and administrative policy. *Topics:* Planning and development of national audit programs; allocation of resources and budget preparation; instructions for processing completed audits and recording results; district office organization for audit positions; liaison with other head office divisions and district offices; tax statistics and corporate histories of public corporations; audit statistics of large corporations.

RCT/PSB-196 *Formerly Identified as:* RCT/PSB-195
Audit File Selection and Computer Application
Description: Information on the planning and control of national audit file selection programs; computer-based audit selection systems (Comscreen); computerized audit reporting systems; program tests in district offices and assistance provided to audit on computer applications; computer-assisted audit programs. *Topics:* Selection of files for audit by manual screening; selection of files for audit by computer screenings; development of computerized file selection methods; comparative analyses of computer and non-computer selection processes; planning development and control of computer systems for recording audit results (T20ST system); statistical sampling techniques for use on tax audits; computer-assisted audit techniques.

RCT/PSB-201 *Formerly Identified as:* RCT/PSB-200
Non-compliance Research — Audit Projects Development and Co-ordination
Description: Information on the reporting and co-ordination of audit projects on a national scale; research and identification of areas suitable for project activity; development of sources of information; collection, analysis, evaluation and dissemination of economic data on specific groups or classes of taxpayers; authorized exchanges of information. *Topics:* Audit techniques on specific projects; results information on each project on national, regional and district office basis; sources and types of information; exchanges of information with other government institutions.

RCT/PSB-206 *Formerly Identified as:* RCT/PSB-205
Audit Quality Review and Technical Enquiries
Description: Information on the review of completed audits by district offices to ensure high quality audits; special studies to monitor returns assessed to ensure uniform application of the legislation administered by the Department. *Topics:* Analyses of auditors' reports; studies to detect trends in audit approaches and techniques; evaluation of review procedures in district offices.

RCT/PSB-211 *Formerly Identified as:* RCT/PSB-210
Audit Operations Evaluation
Description: Information on audit production reports; analysis of audit results; and evaluation of district office audit operations. *Topics:* Evaluation criteria; functional audits and reports; statistical analyses of audit production reports; follow-up of management audit reports relating to audit operations.

RCT/PSB-216 *Formerly Identified as:* RCT/PSB-215
Audit Research
Description: Information on the development of guidelines and techniques used to audit individuals, trusts, plans, business operations and specialized industries. *Topics:* Audit techniques for small, medium and large businesses; studies of specific industries, industry-wide tax audits; inter-company pricing referrals; industry specialist program.

RCT/PSB-221 *Formerly Identified as:* RCT/PSB-220
Technical Applications, Reassessing Policies and Procedures
Description: Information on audit policy and procedures; the technical application of interpretations of the *Income Tax Act* and Regulations and departmental policy affecting the audit of income tax returns of corporations, trusts and self-employed individuals; technical enquiries received from district offices and taxpayers. *Topics:* Information on specific applications governing reporting of revenue, costs, expenses and allowances by corporate and unincorporated businesses; operational and administrative communications to field operations; analysis of enquiries on the application of legislation.

RCT/PSB-226 *Formerly Identified as:* RCT/PSB-225
Audit Publications
Description: Information on the preparation, co-ordination, publication and maintenance of manuals, handbooks, guidelines and other directives for the Audit Directorate; planning, development and presentation of technical training courses and seminars. *Topics:* Specific research files on each Taxation Operations Manual, handbook, information circular, branch letter, communiqué, and public and internal forms relating to audit; specific files on training courses and seminars; indexed reference manuals, handbooks and

publications to sections of the *Income Tax Act* and Regulations, departmental policy.

RCT/PSB-231 *Formerly Identified as:* RCT/PSB-230
Business Equity Valuations and Real Estate Appraisals, Succession Duties; Estate Taxes
Description: Information on valuation and appraisal policy, procedures, budgets, work programs and technical, operational and administrative guidance to field offices. *Topics:* Miscellaneous programs and special projects; administrative and operational practices pertaining to file selections, review, appeals, tax calculations; operational and financial data with certain applications including landbanks; technical application of interpretations relating to valuations, appraisals, estate tax and succession duties for individual cases; provincial assessment information.

RCT/PSB-236 *Formerly Identified as:* RCT/PSB-235
Policy Formulation and Staff Development
Description: Information on Special Investigations policy, objectives and technical training for criminal investigations. *Topics:* Liaison with other departments, head office divisions and district and regional offices; policy formulation and revision; technical training in criminal investigations. (Personal Information Bank RCT/P-PU-030 Tax Evasion Cases, is applicable to the subject of technical training only.)

RCT/PSB-241 *Formerly Identified as:* RCT/PSB-240
Judicial Processes
Description: Information on legal guidance on preparation of cases for court; case library; legal interpretations, jurisprudence arising from trials. *Topics:* Liaison with district offices and Department of Justice; court rulings and judgements; legal interpretations; review of cases; court hearings; commissions. (Portions of this class of records pertain to Personal Information Bank RCT/P-PU-030 Tax Evasion Cases.)

RCT/PSB-246 *Formerly Identified as:* RCT/PSB-245
Programs Operations
Description: Information on technical assistance to district offices on special investigations; on case development and file review; on search warrant requests; on compliance projects; and on organized crime operations and publicity. *Topics:* Liaison with provincial and foreign governments, federal departments, head office divisions and district offices; case files and reports; co-ordination of special investigations projects; search authorities and retention orders; voluntary disclosures and informants' tax leads; financial information (in district offices) relating to criminal illegal activities; publicity on completed investigations. (All records in this class except for publicity on completed investigations pertain to Personal Information Bank RCT/P-PU-030 Tax Evasion Cases.)

RCT/PSB-251 *Formerly Identified as:* RCT/PSB-250
Management Services
Description: Information on Special Investigations coverage and work programs; production reports; statistical analysis of the special investigations activity and evaluation of district office operations. *Topics:* Liaison with other head office divisions and district offices; information and measurement systems; special investigation evaluation, results and statistics; production control.

RCT/PSB-256 *Formerly Identified as:* RCT/PSB-255
Tax Avoidance
Description: Information on the objectives, duties and responsibilities of the tax avoidance section; on tax avoidance schemes and arrangements; on the referral, selection, investigation and appeal of cases; on case material; and on jurisprudence arising from case trials. *Topics:* Tax avoidance — general; rejected referrals; reserves; offshore companies; inter vivos trusts; motion picture films; videotapes; leverage leasing; resource industry financing; income splitting; loss companies; cattle feeding operations; dividend stripping; developer/agencies; control from Canadian resident to non-resident; registered retirement savings plans (RRSPs); interest income and dividends; offshore insurance tax havens; professional sports; commissions to non-resident agent; management and personal corporations; multi-unit residential buildings (MURBs); commodity futures — straddles; selective dividends on special shares and artificial reduction of capital gains: associated corporations; Part II Tax. (This class of records contains information relating to Personal Information Bank RCT/P-PU-035 Tax Avoidance Cases.)

RCT/PSB-261 *Formerly Identified as:* RCT/PSB-260
Competent Authority Double Taxation Cases
Description: Information on the resolution of double taxation cases where both parties to a treaty may be proposing to tax the same income or have already taxed it, (an effort is made to resolve the problem between the two governments pursuant to provisions in the treaty); information on international joint audits. *Topics:* Separate case files for each competent authority request; case files for each simultaneous audit.

RCT/PSB-266 *Formerly Identified as:* RCT/PSB-265
Electronic Data Processing Requirements
Description: Information on the co-ordination of the planning efforts of the Systems Directorate; the procurement of departmental electronic data processing equipment; the provision of electronic data processing related training to programmers, analysts and computer operators. *Topics:* Data capture/enquiry devices management systems; directorate planning; systems requirement form administration; training policy and arrangements in general; departmental training; external training; in-house training; electronic data processing supplier contracts and supplier correspondence.

RCT/PSB-271 *Formerly Identified as:* RCT/PSB-270
Computer Operations
Description: Information on computer hardware (the various computer components); operation of computer equipment and the administrative procedures used within the Computer Services Division. *Topics:* Procedure manuals for data control; tape library; computer room security; scheduling; computer operations (administrative); UNIVAC operations; computer output microfilm operations; Taxation Centre computer operations; production control and IBM/AMDHAL operations.

RCT/PSB-276 *Formerly Identified as:* RCT/PSB-275
T1 (Individual Income Tax Return) Processing
Description: Information on the development, implementation and maintenance of EDP (electronic data processing) systems and procedures designed to determine the accuracy of T1 individual income tax returns and related schedules initially submitted by taxpayers and of adjustments resulting from additional information supplied by the taxpayer or from verification initiated by the Department; issuing of notices of assessment or reassessment. *Topics:* Operational and administrative communications with various head office divisions that have functional authority for the systems developed for them; computerized and manual T1 (individual income tax returns) initial assessment, reassessment and compliance verification systems; direct data entry (DDE); Taxation taxpayer master file (TAPMA) (Personal Information Bank RCT/P-PU-040); Taxation social insurance number information (Personal Information Bank RCT/P-PU-040); Taxation centralized individual accounting and collection master file (Personal Information Bank RCT/P-PU-055); financial input processing (FIP); matching discrepancy file slips.

RCT/PSB-281 *Formerly Identified as:* RCT/PSB-280
Accounting and T2 (Corporation Tax Return) Processing
Description: Information on the development, implementation and maintenance of all departmental electronic data processing accounting systems and procedures as well as T2 corporation tax return processing and gasoline excise tax return processing. *Topics:* Operational and administrative communications with the various

head office divisions that have functional authority for the systems developed for them; computerized and manual (PAYDAC) deductions at source from individuals for income tax, Canada Pension Plan and unemployment insurance; computerized and manual quarterly tax remittances from both individuals and corporations and collection action on tax owing; initial assessment and reassessment of corporation tax returns (T2 corporation master file).

RCT/PSB-286 *Formerly Identified as:* RCT/PSB-285
T1 (Individual Income Tax Return) Databases
Description: Documentation in the form of database schemas, models and descriptions applicable to databases for T1 individual income tax return processing systems, financial input processing, and RAPID databases, as well as on-line program technical and quality assurance records. *Topics:* DDE — direct data entry systems; FIP — financial input processing; RAPID — rapid information for districts database; Personal Information Bank RCT/P-PU-045; database administration; quality assurance; common facilities; other miscellaneous programs.

RCT/PSB-291 *Formerly Identified as:* RCT/PSB-290
General Sector and Information Centre
Description: Documentation of several taxation data and information processing systems and the Information Centre, as well as technical programming standards and guidelines. Documentation is principally in the form of program listings and run books intended to support maintenance and operation. *Topics:* Information processing system (IPS) — T4 data capture; RAPID — rapid information for districts; enquiry programs for field offices into on-line tax data; Infocentre — development project to facilitate end-user access to data; technical services — use of programming techniques and utilities; operational record of file back-ups; library changes and also mass storage requirements; special projects — miscellaneous systems and programs such as Personal Information Bank RCT/P-PU-100 Taxation Centres Recruiting System.

RCT/PSB-296 *Formerly Identified as:* RCT/PSB-295
Information Systems
Description: Information on the development, implementation and maintenance of a wide range of departmental information and administrative EDP (electronic data processing) systems (mainly statistical in nature), which are intended to enhance management effectiveness. In addition, a system is provided to give field personnel direct on-line access to computer-based accounting, assessment and personnel files. *Topics:* Operational and administrative communications to and from the various head office divisions that have functional authority for the systems developed for them; computerized and manual management information systems; personnel and leave systems; gas tax rebate system; and also T4 and other information slip systems.

RCT/APP-300
Programs Management
Description: Information on policies, procedures, budgets, work programs and statistical controls and the monitoring and evaluation of district office and taxation centre appeals divisions. *Topics:* Program and activity structure; delegation of authority; communications to field offices; work programs; training; budgets; work flow studies; forms and form letters; statistics on intake, production, workload and resources; seminars; conferences and meetings; program performance evaluations; projects.

RCT/APP-305
Referrals — Objections
Description: Information on the research and resolution of technical and complex matters referred by district office and taxation centre appeals divisions; on procedural instructions; on projects; and on statistics on intake, production and workload. *Topics:* Procedural instructions; individual income tax returns (RCT/P-PU-005); petroleum and gas revenue tax returns (RCT/P-PU-010); corporation and trust income tax returns; adverse decisions and statistics.

RCT/APP-310
Appeals and Adverse Decisions
Description: Information on instructions and assistance to the Department of Justice on the conduct of appeals to the courts; on consideration of adverse decisions; on procedural instructions; and on statistics on intake, production and workload. *Topics:* Procedural instructions; individual income tax returns (RCT/P-PU-005); petroleum and gas revenue tax returns (RCT/P-PU-010); corporation and trust income tax returns; adverse decisions and statistics.

RCT/APP-315
Determinations and Appeals
Description: Information on determination requests related to coverage and assessments payable by employers under the *Unemployment Insurance Act* and the Canada Pension Plan, and income tax assessments under objection on related matters. *Topics:* File contents may include the application and reasons for appeal, related documents from the district offices, Unemployment Insurance Commission, Pension Appeals Board, Department of Justice, Tax Court of Canada, Federal Court and/or Supreme Court. *Retrievability:* Case files are created and filed by taxpayer name. (Records in this class contain information relating to Personal Information Bank RCT/P-PU-075 Appeals Regarding the Canada Pension Plan, and *Unemployment Insurance Act*, 1971, and RCT/P-PU-080 Appeals Regarding Insurable Employment.)

RCT/MSB-320
Revenue Reporting
Description: Information on the analysis, distribution and reporting of tax revenue, such as federal and provincial income taxes, Canada Pension Plan contributions and Unemployment Insurance premiums. *Topics:* Assessed revenue (taxes for which an assessment notice is issued), such as federal-provincial tax sharing, Canada Pension Plan, Unemployment Insurance, royalty tax rebates, unemployment insurance benefit repayments; settlement of tax deductions with the province of Québec; petroleum and gas revenue tax, cash revenue, including reconciliation with the statement of collections from Supply and Services; tax deductions settlements with the Bank of Canada; Canada Pension Plan and Unemployment Insurance transfer schedules; unclaimed cheque suspense account; cancelled cheques other than unclaimed cheque suspense; annual reconciliation of cash in transit; duplicate refund cheque data; accounts receivable as per public accounts; miscellaneous claims against the Crown.

RCT/MSB-901
Administration
Description: See Standard Classes of Records.

RCT/MSB-903
Administrative and Management Services
Description: See Standard Classes of Records.

RCT/MSB-905
Buildings and Properties
Description: See Standard Classes of Records.

RCT/MSB-906
Buildings
Description: See Standard Classes of Records.

RCT/MSB-907
Lands
Description: See Standard Classes of Records.

RCT/MSB-908
Utilities
Description: See Standard Classes of Records.

RCT/MSB-909
Equipment and Supplies
Description: See Standard Classes of Records.

RCT/MSB-910
Furniture and Furnishings
Description: See Standard Classes of Records.

RCT/MSB-911
Office Appliances
Description: See Standard Classes of Records.

RCT/MSB-912
Procurement
Description: See Standard Classes of Records.

RCT/MSB-914
Finance
Description: See Standard Classes of Records.

RCT/MSB-915
Accounts and Accounting
Description: See Standard Classes of Records.

RCT/MSB-917
Budgets
Description: See Standard Classes of Records.

RCT/MSB-918
Personnel
Description: See Standard Classes of Records.

RCT/MSB-919
Classification of Positions
Description: See Standard Classes of Records.

RCT/MSB-920
Employment and Staffing
Description: See Standard Classes of Records.

RCT/MSB-921
Human Resources
Description: See Standard Classes of Records.

RCT/MSB-922
Occupational Health, Safety and Welfare
Description: See Standard Classes of Records.

RCT/MSB-923
Official Languages
Description: See Standard Classes of Records.

RCT/MSB-924
Pensions and Insurance
Description: See Standard Classes of Records.

RCT/MSB-925
Salaries and Wages
Description: See Standard Classes of Records.

RCT/MSB-926
Staff Relations
Description: See Standard Classes of Records.

RCT/MSB-927
Training and Development
Description: See Standard Classes of Records.

Deleted Classes of Records

RCT/MCD-015	Internal Consulting Service
RCT/PSB-155	Source Deductions and Collections
RCT/PSB-160	Revenue Accounting and Control
RCT/PSB-165	Payroll Audit and Enforcement
RCT/PSB-170	Technical Research and Enquiries
RCT/PSB-175	Registry Programs and Procedures

NATURAL SCIENCES AND ENGINEERING RESEARCH COUNCIL

Chapter 72

NATURAL SCIENCES AND ENGINEERING RESEARCH COUNCIL

NATURAL SCIENCES AND ENGINEERING RESEARCH COUNCIL (SER)

OPERATIONS SUPPORT (OPS)

005 Organization and Planning
010 Committees

GRANTS AND SCHOLARSHIPS ADMINISTRATION (GSA)

015 Research Grants
020 Research Infrastructure
025 Research Manpower
030 University-Industry Program
035 Developmental Grants
040 General Research Support

ACCESS TO INFORMATION
CO-ORDINATOR
NATURAL SCIENCES AND
ENGINEERING RESEARCH COUNCIL
200 KENT STREET
OTTAWA, ONTARIO
K1A 1H5

NATURAL SCIENCES AND ENGINEERING RESEARCH COUNCIL

Background

The Natural Sciences and Engineering Research Council (NSERC) is a departmental Crown corporation established on May 1, 1978. Its purpose is to promote and assist research in the natural sciences and engineering, other than the health sciences, and to advise the Minister of State for Science and Technology on such research.

Laws and Regulations

- Natural Sciences and Engineering Research Council Act

Overall Responsibilities

The Council is responsible for the management and administration of the Program of Scholarships and Grants in Aid of Research. These grants and scholarships are intended primarily for university researchers and graduate students. The objectives of the program are to promote and support the development and maintenance of research in the natural sciences and engineering and to ensure the provision of highly qualified manpower in these areas. Accordingly, the Council supports excellence in research for the creation of new knowledge in the natural sciences and engineering, promotes and supports the development of research in selected fields of regional and national importance and assists in the provision and development of highly qualified manpower.

The fields of research supported by the Natural Sciences and Engineering Research Council currently include, but are not necessarily limited to, agriculture, astronomy, biology, biotechnology, chemistry, communications, computing and information science, energy, engineering, environmental toxicology, food science, forestry, geography (physical), geology, industrial processes, kinesiology, materials sciences, mathematics (pure and applied), metallurgy, meteorology, nuclear sciences, oceanography, physics, psychology, space research and the statistical sciences.

The program of Scholarships and Grants in Aid of Research is divided into the six broad activities described below.

Research Manpower Awards

These awards offer a wide range of awards, scholarships and fellowships to undergraduate and graduate students, postdoctoral fellows, scientists and engineers in universities and industry for advanced study, research or professional development. They are tenable in universities, industrial firms and other institutions in Canada and abroad.

Research Grants

Research grants are awarded to individuals and groups for research expenses in support of a spectrum of research activities. Grant applications are adjudicated by experts on the basis of the research excellence of the applicants, the quality of the research proposals and, in some programs, the relevance of research projects to selected areas of national concern.

Research Infrastructure Grants

These grants are awarded to individuals, groups and institutions to support the acquisition of research equipment and the development of special research facilities; they also promote and support the effective use, operation and maintenance of research facilities.

University-Industry Program

The University-Industry Program supports a wide range of research and development activities that promote collaboration between university researchers and Canadian industry. The program, which represents a major expansion of NSERC's initiatives in university-industry co-operation, combines existing, expanded and new program elements under four major components: co-operative research and development activities, scholarships and fellowships, university-industry links, and the Canadian Microelectronics Corporation.

Developmental Grants

Developmental grants support selected manpower, infrastructure and research initiatives negotiated with individuals, groups and institutions. They ensure a balanced development of the research and research-training capability in selected regions, institutions, disciplines or professions.

General Research Support

This type of assistance includes grants to university presidents in support of local research, research infrastructure, manpower and other research-related activities. It also includes grants to support national and international scientific and engineering conferences, bilateral exchanges, international exchanges and international collaborative research projects, publications of scientific and engineering journals and original research manuscripts, promotional activities, travel and other miscellaneous activities.

Other Programs

The Council also administers a number of programs on behalf of other agencies. These include NATO Science Fellowships, CIDA-NSERC Research Associateships, Fellowships in Meteorology and Atmospheric Sciences (on behalf of Environment Canada) and Visiting Fellowships in Canadian Government Laboratories (on behalf of all federal departments and agencies participating in the program).

Organization

The Natural Sciences and Engineering Research Council is a Council composed of 22 members, appointed by the Governor-in-Council, who meet regularly to establish broad policies and provide guidance to its officers. The Council is headed by a President who is supported by a staff of 148 professionals and support personnel.

The Council operates through a system of committees (whose members are selected from the academic, governmental or industrial sectors) that advise on policies and programs, or review applications for grants and scholarships. Advisory committees are composed of both Council and non-Council members while selection committees are composed of experts in the areas under their purview and do not include Council members.

Key Contacts

Additional information on NSERC operations, committees or activities can be obtained by contacting the Communications Directorate at (613) 995-5992.

For information on EDP files, please contact

Evaluation and Information Systems Directorate
Natural Sciences and Engineering Research Council of Canada
200 Kent Street
Ottawa, Ontario
K1A 1H5

Major Publications

The following documents and publications are also useful sources of information available to the public.

NATURAL SCIENCES AND ENGINEERING RESEARCH COUNCIL

- What is NSERC?
- Report of the President
- List of Scholarships and Grants in Aid of Research
- Five-year Plan (period 1979-80 to 1984-85)
- Awards Guide — guidelines, eligibility
- Scholarships and Fellowships Guide — guidelines, eligibility
- Visiting Fellowships in Canadian Government Laboratories
- CONTACT (Newsletter)
- Guidelines for Membership on NSERC Selection Committees and Panels
- Report of the Task Force on Research Equipment in Universities
- Report of the Task Force on Research Infrastructure
- Summaries of Strategic Grants Projects (on-going and completed)
- Report on Support of Research and Graduate Studies in Engineering
- Research Talent in the Natural Sciences and Engineering — Supply and Demand Projections to 1990
- Brief to the Royal Commission on the Economic Union and Development Prospects for Canada
- Completing the Bridge to the 90's — NSERC's Second Five-Year Plan
- Civil Engineering Research Needs 1985-1990
- Technology Transfer — Handbook for University Researchers
- University and Industry: Partners in Research and Development (Pamphlet)

Access Procedures

All formal requests under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator
Natural Sciences and Engineering Research Council of Canada
200 Kent Street
Ottawa, Ontario
K1A 1H5
Telephone: (613) 995-6061

Classes of Records

SER/OPS-005
Organization and Planning
Description: Information related to the Council, its organizational structure, policy development, corporate and long-range planning and program evaluation activities. *Topics:* Legislation, terms of reference, policies, agenda and minutes of Council meetings, appointments and membership, organizational development, five-year plans and program evaluation. *Retrievability:* Files arranged by subject.

SER/OPS-010
Committees
Description: Records related to the membership, administration and activities of permanent, advisory and special purpose committees of Council and to the various selection committees and panels through which NSERC operates its awards programs. *Topics:* Terms of reference, mandates, appointments and membership, agendas and proceedings, reports, recommendations and routine correspondence. *Retrievability:* Files arranged by subject or committee.

SER/GSA-015
Research Grants
Description: Information on case files — applications, evaluations by third parties, recommendations, decisions on proposals submitted, and routine forms and correspondence generated and received in administering the awards. Subject-filed records related to program planning and administration, regulations, procedures, eligibility criteria, correspondence with officials in universities, qualified research institutions and the other granting councils. *Topics:* Individual, team and project operating grants, New Research Idea Grants, Collaborative Special Project Grants, Strategic Grants and E.W.R. Steacie Memorial Fellowships. *Retrievability:* Applications arranged by applicant, program and year. *Storage Medium:* E.D.P. systems contain a partial duplication of information maintained on case files.

SER/GSA-020
Research Infrastructure
Description: Information on case files including applications, evaluations, recommendations, decisions, and forms and correspondence, statements and reports associated with administration of the awards. Subject-filed information on policies, procedures, regulations, eligibility criteria, priorities, liaison with universities. *Topics:* Equipment Grants, Major Equipment Grants, Major Installation Grants, and Infrastructure Grants. *Retrievability:* By applicant, program and year. *Storage Medium:* E.D.P. systems contain a partial duplication of information maintained on case files.

SER/GSA-025
Research Manpower
Description: Case files containing applications, evaluations, recommendations, decisions as well as forms and correspondence associated with the routine administration of the awards; subject-filed information related to program planning, regulations, policy, procedures, priorities, and eligibility criteria. *Topics:* University Undergraduate Summer Research Awards, Postgraduate Scholarships, Postgraduate Scholarships in Science Librarianship and Documentation, 1967 Science and Engineering Scholarship, Postdoctoral Fellowships, NATO Fellowships, University Research Fellowships, Visiting Fellowships in Canadian government laboratories, Postgraduate Fellowships in Meteorology and Atmospheric Sciences. *Retrievability:* By applicant, program and year. *Storage Medium:* E.D.P. systems contain a partial duplication on magnetic tape of the data on individual case files.

SER/GSA-030
University-Industry Program
Description: Case files containing applications, proposals, evaluations, recommendations and decisions, routine forms and correspondence generated and received in the administration of the awards; subject-filed information on policies, regulations, procedures, eligibility, general correspondence with industry and university officials. *Topics:* Co-operative research and developmental projects, shared equipment and facilities, industrial research chairs, Senior Industrial Fellowship, Visiting Industrial Fellowships, university/industry workshops and seminars, affiliations, Industrial Undergraduate Summer Research Awards, Industrial Postgraduate Scholarship, Industrial Research Fellowships, and the Canadian Microelectronics Corporation. *Retrievability:* By applicant/recipient and program or by subject.

SER/GSA-035
Developmental Grants
Description: Case files containing applications, proposals, evaluations, decisions, general correspondence and forms used to administer the programs; subject-filed records related to policy, procedure, program delivery, eligibility criteria and routine liaison with university officials. *Topics:* Research Development Grants, Attachés de Recherche du CRSNG, isolation supplements, Forestry Project Grants, Forestry

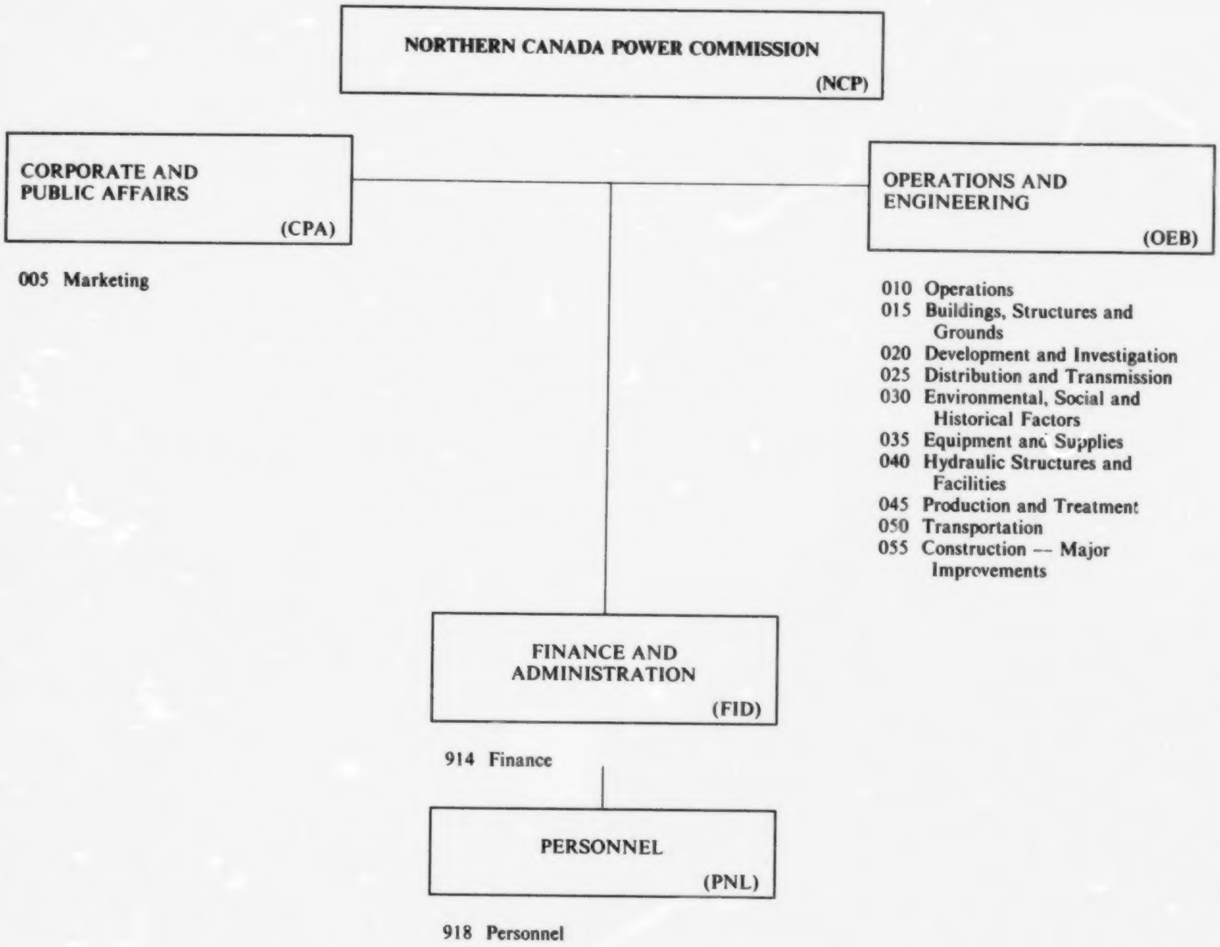
Postdoctoral Assistantships and northern supplements. *Retrievability:* By applicant/recipient, program and year.

SER/GSA-040
General Research Support
Description: Case files containing applications, proposals, evaluations, recommendations, decisions, routine forms and correspondence generated and received in the administration of the programs. *Topics:* Scientific Publication Grants, Conference Grants, workshops and seminars, Travel Grants, General Research Grants, Bilateral Exchange Program, International Collaborative Research Grants, International Scientific Exchange Awards, CIDA/NSERC Research Associateships and special activities. *Retrievability:* By applicant/recipient, program and year.

NORTHERN CANADA POWER COMMISSION

Chapter 73

NORTHERN CANADA POWER COMMISSION



NORTHERN CANADA POWER COMMISSION
(NCP)

CORPORATE AND PUBLIC AFFAIRS
(CPA)

005 Marketing

OPERATIONS AND ENGINEERING
(OEB)

010 Operations
015 Buildings, Structures and Grounds
020 Development and Investigation
025 Distribution and Transmission
030 Environmental, Social and Historical Factors
035 Equipment and Supplies
040 Hydraulic Structures and Facilities
045 Production and Treatment
050 Transportation
055 Construction — Major Improvements

FINANCE AND ADMINISTRATION
(FID)

914 Finance

PERSONNEL
(PNL)

918 Personnel

ACCESS TO INFORMATION AND
PRIVACY CO-ORDINATOR
NORTHERN CANADA POWER
COMMISSION
7909-51st AVENUE
P.O. BOX 5700, STATION L
EDMONTON, ALBERTA
T6C 4L8

NORTHERN CANADA POWER COMMISSION

Background

The Northern Canada Power Commission is a federal Crown corporation which operates under authority of the *Northern Canada Power Commission Act*. It is concerned with planning, constructing and managing public utilities, primarily electrical, on a commercial basis. For this purpose, it is empowered to survey utility requirements and construct utility plants in the Northwest Territories, the Yukon Territory and, subject to the approval of the Governor-in-Council, elsewhere in Canada.

Overall Responsibilities

The Commission is the principal producer of electricity north of 60° and operates the main transmission networks in the Yukon and the Northwest Territories. Heat, water and sewage service utilities are operated at Inuvik, N.W.T. Wholesale heat supply is provided to the government of the Northwest Territories for distribution at Frobisher Bay. Residual heat recovery systems are operated at several locations.

The Commission's head office is located in Edmonton, Alberta. District offices are located in Yellowknife and Frobisher Bay in the Northwest Territories and Whitehorse, Yukon Territory. It is a requirement of the Act that operations of the Commission shall be self-sustaining within each rate zone as defined in the Act. Consequently, rates charged for utilities supplied must provide sufficient revenue to cover interest and principal payments on loans made to the Commission, operating, maintenance, administrative and all other expenses and contigency allowances. A 1975 amendment to the Act enables the Commission to charge rates for utilities on a zone basis to cover the costs outlined above.

Access Procedures

Please direct all formal requests under the *Access to Information Act* to

Access to Information and Privacy Co-ordinator
Northern Canada Power Commission
7909-51st Avenue
P.O. Box 5700, Station L
Edmonton, Alberta
T6C 4J8
Telephone:(403) 465-3377

Corporate and Public Affairs Branch

In the area of marketing, this branch is responsible for the development and planning of energy policies; customer services; negotiation of bulk sales contracts; utility rate reviews; service studies; and market forecasts. In the area of corporate development it is responsible for the review of environmental, social, technical and legal aspects of proposed construction projects; communication with territorial and public utility boards; liaison and consultation with outside agencies and interest groups; monitoring acquistion of property and rights-of-way; regulations; review of needs arising from Orders-in-Council; corporate communication; drafting of contracts; and public relations.

Operations and Engineering Branch

This branch is responsible for the development and administration of programs for the operation and preventive maintenance of hydro and thermal generation installations, supervision of major maintenance projects, project planning and development.

Finance and Administration Branch

This branch is responsible for financial administration, analysis of expenditures and revenue funds, implementation and maintenance of financial accounting and reporting systems and direction of financial policies.

Personnel Branch

This branch is responsible for planning and directing the Commission's policies and programs related to the organization and management of is personnel.

Manuals

- Standard Procedures Manual

Classes of Records

NCP/CPA-005
Marketing
Description: Information on the marketing of utilities in the north. *Topics:* Customer relations; energy exports; supply and demands; sales data and potential sales of energy; surveys and studies; categories and utility rates; commissions and companies; distribution of rate schedules; public utility boards — interventions, proceedings; boards — Northwest Territories, Yukon; rate structures; submissions and interventions on proposed rate changes.

NCP/OEB-010
Operations
Description: Information on the general operations of the Commission. *Topics:* Preventive maintenance; task force; agreements; catalogues and price lists; climatology; weather reports; consultants; co-operation and liaison; geography; geology; hydraulic studies; reports and statistics — daily, monthly, weekly, yearly; studies and surveys.

NCP/OEB-015
Buildings, Structures and Grounds
Description: Information on the erection, maintenance and repair of all buildings including the maintenance of the grounds. *Topics:* Control centres; powerhouses; elevators; sub-stations; tank farms; utilidors; water treatment plants.

NCP/OEB-020
Development and Investigation
Description: Information on investigation and development of potential hydro sites. *Topics:* Permafrost; Alberta grid tie line; off-shore oil; energy alternatives — coal, oil, gas, wind generators; specific investigations.

NCP/OEB-025
Distribution and Transmission
Description: Information on investigation and construction of transmission and distribution lines. *Topics:* Canadian Electrical Code; standards; investigations on potential distribution line; future housing sites; land clearing; poles; street lighting; transformers; transmission lines; distribution lines.

NCP/OEB-030
Environmental, Social and Historical Factors
Description: Information on preservation of the environment, including fish management, land use and pollution. *Topics:* Disasters; fish protection — spawning grounds, ladders, land use and community impact; pollution — fuel oil spills, PCBs, noise and smoke.

NCP/OEB-035
Equipment and Supplies
Description: Information on equipment and supplies for producing electricity, including maintenance and repairs. *Topics:* Generators, batteries and accessories; furnaces and accessories; cranes; ballast (regulator); meter and meter pipes; prime mover (by stock number,

manufacturer or unit); remote control; gear assembly and accessories; supplies — tools, containers, lubricant and fuel.

NCP/OEB-040

Hydraulic Structures and Facilities

Description: Information on the construction, maintenance and repair of hydraulic structures and facilities to operate a hydro plant. *Topics:* Dams; fish facilities — ladders, spawning grounds, hatcheries, reservoirs, permits, licences, water boards, surveys and studies.

NCP/OEB-045

Production and Treatment

Description: Information on the production and treatment of electricity. *Topics:* Electricity; conservation; residual heat — produce cultivation experimental programs; central heating by steam and hot water; domestic water treatment and sewage systems.

NCP/OEB-050

Transportation

Description: Information on the transportation of materials by air, land or water. *Topics:* Facilities; courier service; charter services; roadways; seaways and shipping lists.

NCP/OEB-055

Construction — Major Improvements

Description: Information on major construction or improvement projects. *Topics:* Investigations; public relations; commissioning; meetings; process reports — mechanical, electrical and civil; design — remote control and communications, financial transactions and costs; tenders and contracts; environmental issues — land, water licences, fish hatcheries.

NCP/FID-914

Finance (New)

Description: See Standard Classes of Records.

NCP/PNL-918

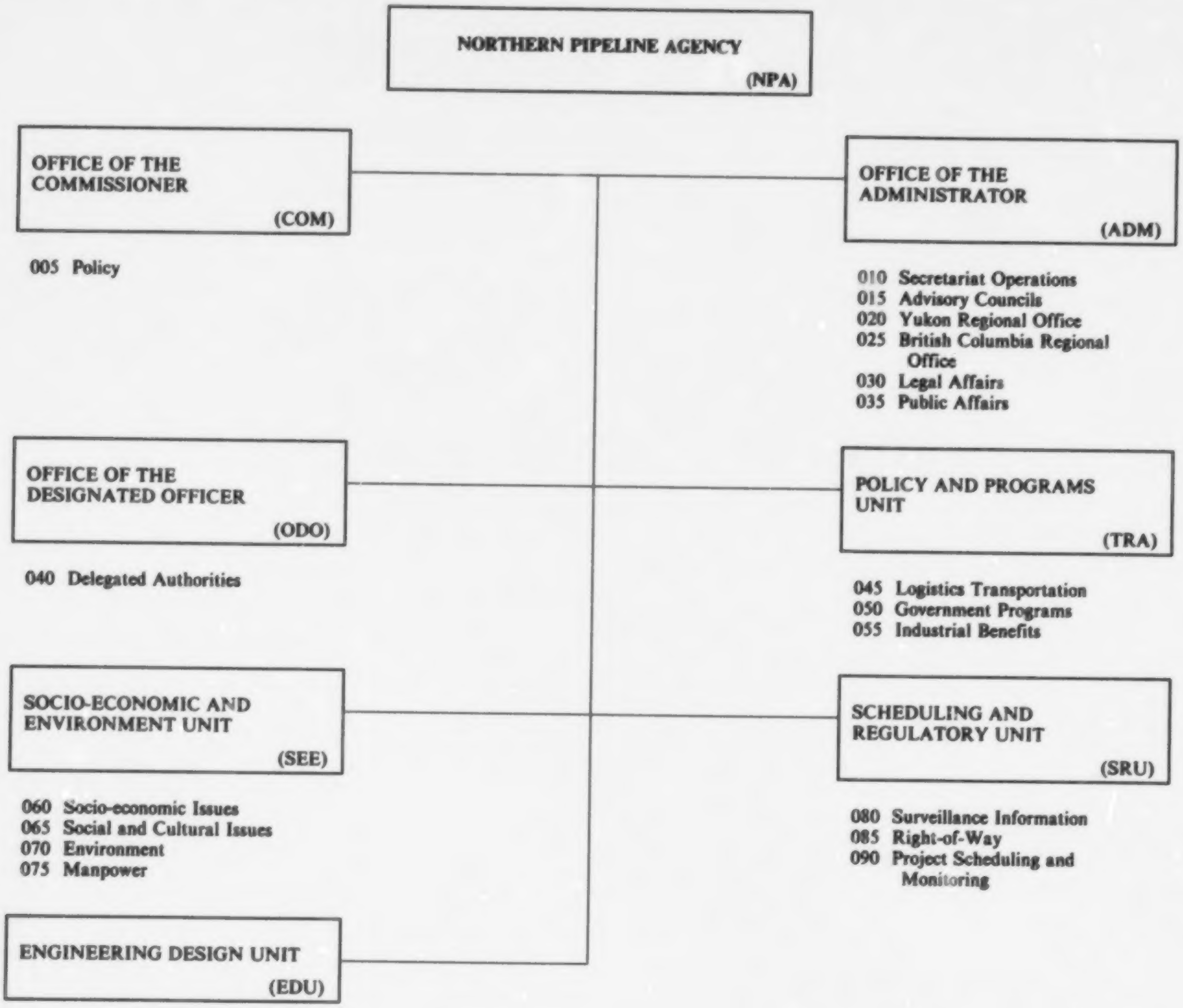
Personnel (New)

Description: See Standard Classes of Records.

NORTHERN PIPELINE AGENCY

Chapter 74

NORTHERN PIPELINE AGENCY



NORTHERN PIPELINE AGENCY (NPA)

OFFICE OF THE COMMISSIONER (COM)

005 Policy

OFFICE OF THE ADMINISTRATOR (ADM)

010 Secretariat Operations
015 Advisory Councils
020 Yukon Regional Office
025 British Columbia Regional Office
030 Legal Affairs
035 Public Affairs

OFFICE OF THE DESIGNATED OFFICER (ODO)

040 Delegated Authorities

POLICY AND PROGRAMS UNIT (TRA)

045 Logistics Transportation
050 Government Programs
055 Industrial Benefits

SOCIO-ECONOMIC AND ENVIRONMENT UNIT (SEE)

060 Socio-economic Issues
065 Social and Cultural Issues
070 Environment
075 Manpower

SCHEDULING AND REGULATORY UNIT (SRU)

080 Surveillance Information
085 Right-of-Way
090 Project Scheduling and Monitoring

ENGINEERING DESIGN UNIT (EDU)

095 Engineering Design and Development
100 Engineering and Operational File

ACCESS TO INFORMATION AND PRIVACY CO-ORDINATOR
NORTHERN PIPELINE AGENCY
STATION 210, CENTENNIAL TOWERS,
200 KENT STREET
OTTAWA, ONTARIO
K1A 0E6

NORTHERN PIPELINE AGENCY

Background

The Northern Pipeline Agency (NPA) was created with the proclamation of the *Northern Pipeline Act* in April 1978, to oversee planning and construction of the Canadian portion of the Alaska Highway Gas Pipeline Project by the Foothills Group of Companies. Pending resumption of planning and construction of the pipeline the only position in the Agency that is staffed is that of the Commissioner, who has a small support staff.

Overall Responsibilities

The Agency's mandate is twofold. It is required to regulate the project and to streamline and expedite the approvals process. It is also responsible for ensuring that the pipeline system yields the maximum economic and industrial benefit for Canadians with the least amount of social and environmental disruption. The Act directs the Agency specifically to take account of the local and regional interests of residents, particularly native residents, in areas through which the pipeline will pass.

The Agency was designed to act as a single window in all dealings between federal authorities and the Foothills Group of Companies and in relationships involving provincial and territorial governments in Canada, and the Government of the United States. In keeping with the Act, many regulatory powers of other federal departments and agencies related to the pipeline project have been delegated to the Agency. One exception involves responsibilities reserved exclusively to the National Energy Board or shared between the Board and the Agency. A member of the Board acts as its designated officers within the Agency to exercise certain powers of the Board with respect to the project.

In addition, the Agency works closely with other arms of the federal government and other levels of government in Canada to co-ordinate the wide range of activities that come within the respective jurisdictions.

Key Contacts

Informal requests for information may be directed to

Public Relations Advisor
Northern Pipeline Agency
Station 210, Centennial Towers
200 Kent Street
Ottawa, Ontario
K1A 0E6
Telephone: (613) 993-7466

Access Procedures

Please direct all formal requests under the *Access to Information Act* to

Access to Information Co-ordinator
Northern Pipeline Agency
Station 210, Centennial Towers
200 Kent Street
Ottawa, Ontario
K1A 0E6
Telephone: (613) 993-7466

Office of the Commissioner

As agency headquarters, the office provides support to both the Minister and the Commissioner. It is responsible for development of, and consultation on major policy issues with the United States, the provinces and federal departments and agencies concerning the planning and construction of the Canadian portion of the Alaska Highway Gas Pipeline Project.

Office of the Administrator (not staffed)

This unit exercises such powers and performs such duties and functions as the Minister may specify. It oversees and develops the operational (as opposed to the strict policy) functions of the Agency. It is also responsible for all matters, external and internal, pertaining to the operational role of the Northern Pipeline Agency, including personnel Alaska Highway Gas Pipeline Project public hearings, and public and media relations.

Office of the Designated Officer (not staffed)

This unit carries out all the responsibilities specifically required under the *Northern Pipeline Act*, such as the terms and conditions of the pipeline certificates (the issue of formal communications with the companies in the form of orders, directives and approvals) as well as those delegated under certain sections of the *National Energy Board Act*. This unit brings to the Agency all of the powers, duties and functions of the National Energy Board in matters of planning, design, construction and inspection of the pipeline. It also administers the Agency's field surveillance program and provides direction to surveillance teams to ensure compliance with social, economic and environmental terms and conditions as required under the Act.

Manuals

- Schedule III to the Northern Pipeline Act
- Engineering and Technical Orders
- Socio-economic Terms and Conditions
- Environmental Terms and Conditions
- Designated Items — Procurement Program

Policy and Programs Unit (not staffed)

This unit is responsible for most aspects of the Agency's operational role not assigned by statute to the deputy administrator and designated officer, and for contributing to those orders, directions and approvals for the designated officer requiring the Minister's concurrence. It is also responsible for socioeconomic and environmental matters, industrial benefits, relationships with federal, provincial and territorial government departments, and manpower planning and logistical matters related to the project. It holds special policy responsibilities for the internal planning and administration of the Agency in financial management and administration.

Manuals

- Alaska Highway Gas Pipeline Project Report on Transportation and Logistics — August 1, 1980, and March 1, 1981; also February 27, 1981
- Alaska Highway Pipeline Project, Logistics — August 1980
- Manual of Internal Administration

Socio-economic and Environment Unit (not staffed)

This unit acts as liaison with various public interest groups and territorial, provincial and federal bodies; advises on socioeconomic and environmental policies and procedures; administers terms and conditions; carries out socioeconomic and environmental surveillance and monitoring to minimize the negative effects and maximize the benefits of construction and operation of the pipeline. It also advises the Northern Pipeline Agency, federal, provincial and territorial government departments, community and native groups, and confers with the owners, contractors, and unions on matters related to the avoidance and resolution of labour disputes on the project.

Scheduling and Regulatory Unit (not staffed)

This unit oversees the project scheduling and cost control procedures involved in building the Alaska Highway Gas Pipeline, including scheduling, critical path planning, and cost review and monitoring. It is also involved in the major areas of project scheduling, project progress information centre and surveillance proceedings, right-of-way responsibilities delegated by the National Energy Board as well as the issue of permits and orders to ensure correct technical content.

Manuals

- Reports of Non-compliance Issued to Foothills by Surveillance Officers
- Station Construction Reports
- Consolidated Monthly Progress Reports
- Phase I Progress Report
- Final Design Cost Estimate Prebuild, Western Leg — April 1980
- Final Design Cost Estimate Phase I, Eastern Leg — December 1980
- Final Design Cost Estimate Prebuild, Western Leg Re-submission — September 1980
- 1982 Operations and Maintenance Expense Budget, Zone 7 and 8

Engineering Design Unit (not staffed)

This unit has the responsibility for design review and ensuring that appropriate methods are followed by the pipeline engineering section with each company of the Foothills Group. It is also responsible for the approval of all engineering design of the pipeline as well as providing direction to personnel who will ensure that the Company conforms with the engineering requirements, orders, specifications and terms and conditions in the construction of the pipeline.

Manuals

- Stress Analyses, Frost Heave, Settlement, Muskeg, Pipe Stability, Earthquake
- Flow Studies
- Crossings
- Regulatory Submission Schedules
- Compressor Stations
- Operator's Manual
- Monitoring Procedures
- Pipeline and Compressor Testing and Acceptance Plans
- Commissioning
- Leave to Open

Classes of Records

NPA/COM-005
Policy
Description: Information on federal-provincial, intergovernmental and international relations and negotiations concerning financing, construction, agreements, tariffs, gas exports and legislation.

NPA/ADM-010
Secretariat Operations
Description: Information on all formal communications between NPA operational headquarters, regional offices, the Foothills Group of Companies, federal, provincial and territorial governments, industry and the public. *Topics:* Corporations, companies and firms; government liaison; public relations.

NPA/ADM-015
Advisory Councils
Description: Information on relations with Advisory Councils to assist the Minister and Commissioner in carrying out the objects of the *Northern Pipeline Act.*

NPA/ADM-020
Yukon Regional Office
Description: Information on all aspects of planning and construction of the Alaska Highway Gas Pipeline in the Yukon with emphasis on liaison between the federal, provincial, territorial and municipal governments, as well as individuals. *Topics:* Construction operations; native groups; pipeline manpower; special interest groups; surveillance; special projects and incidents; American pipeline information. *Retrievability:* Files are arranged by subject and construction zone.

NPA/ADM-025
British Columbia Regional Office
Description: Information on all aspects of planning and construction of the Alaska Highway Gas Pipeline in British Columbia with emphasis on liaison between the federal, provincial, territorial and municipal governments, as well as individuals. *Topics:* Construction operations; native groups; pipeline manpower; special interest groups; surveillance; special projects and incidents; American pipeline information. *Retrievability:* Files are arranged by subject and construction zone.

NPA/ADM-030
Legal Affairs
Description: Information on the administration of legal matters; also opinions and decisions. *Topics:* Policy; Commissioner of Oaths; interpretation and application of legislation.

NPA/ADM-035
Public Affairs
Description: Information on NPA public relations, community information, media liaison and employee communications. *Topics:* Information services; advertising; communications strategies.

NPA/ODO-040
Delegated Authorities
Description: Information on the exercise and performance of certain powers, duties and functions delegated to the Northern Pipeline Agency by other government departments. *Topics:* Delegation of authority from the National Energy Board; delegation of authority under the National Energy Board Gas Pipeline Regulations; delegation of authority under the *Northern Pipeline Act.* *Retrievability:* Files arranged by subject and construction zone.

NPA/TRA-045
Logistics Transportation
Description: Information on logistical plans and activities from the standpoint of their effects on transportation systems. *Topics:* Transportation — pipe; air transportation systems; rail transportation systems. *Retrievability:* Files arranged by subject and construction zone.

NPA/TRA-050
Government Programs
Description: Information on the powers and authorities delegated to the NPA by other federal departments and agencies except the National Energy Board. *Topics:* Permits and orders; land tenure and use; field surveillance scheduling and administration. *Retrievability:* Files arranged by subject and construction zone.

NPA/TRA-055
Industrial Benefits
Description: Information on the economic benefits to Canada of the construction of the Alaska Highway Gas Pipeline through the purchase of pipeline material. *Topics:* Pipe procurement; valve procurement; turbine-compressor packages; fittings procurement; Canadian content. *Retrievability:* Files arranged by subject and construction zone.

NPA/SEE-060
Socio-economic Issues
Description: Information on socio-economic issues such as manpower, social services and employment opportunities; also issues related to the existence of the pipeline. *Topics:* Social, economic and environmental effects; plans and plan schedules for pipeline construction; social services; opportunity measures; business opportunities; communities. *Retrievability:* Files arranged by subject and segment of the line.

NPA/SEE-065
Social and Cultural Issues
Description: Information on social and cultural matters, particularly as they relate to the effect of pipeline construction on the culture and livelihood of the indigenous peoples living along its route. *Topics:* Trap-line compensation; loss of livelihood; native harvesting; archaeological sites; protection of recreational areas; burial sites. *Retrievability:* Files arranged by subject and segment of the pipeline.

NPA/SEE-070
Environment
Description: Information on all aspects of the environment, including climatic conditions in areas through which the pipeline passes, any changes and their effects on pipeline construction. *Topics:* Environmental impact settlement; biological effects; wildlife; pollution; permafrost, frost heave, ice. *Retrievability:* Files arranged by subject and segment of the pipeline.

NPA/SEE-075
Manpower
Description: Information on manpower planning, requirements, reporting, recruiting, training, orientation and compensation as they relate to construction of the Alaska Highway Gas Pipeline. *Topics:* Information and recruitment; native hiring and opportunities; training and hiring preferences; manpower inventory; health plans, housing and work camps; contractor-union undertakings; female workers; statistics; manpower counts; construction manpower reports; surveillance manpower reports. *Retrievability:* Files arranged by subject and segment of the line.

NPA/SRU-080
Surveillance Information
Description: Information on the day-to-day operations associated with pipeline and station construction. *Topics:* Diaries and reports; daily field orders; construction progress reports; equipment reports; reports of non-compliance. *Retrievability:* Files arranged by subject and segment of the line.

NPA/SRU-085
Right-of-Way
Description: Information on the acquisition of land for the construction of the pipeline or of any facilities associated with it. *Topics:* Service of land owners; land acquisition status reports; right-of-way; grant of easement; applications for leave to take additional lands; acquisition of work space; public hearings. *Retrievability:* Files arranged by subject and construction zone.

NPA/SRU-090
Project Scheduling and Monitoring
Description: Information on regulatory matters, construction scheduling and monitoring, cost control and critical path planning for the project. *Retrievability:* Files arranged by construction zone.

NPA/EDU-095
Engineering Design and Development
Description: Information on the engineering design and development necessary before the construction of the pipeline. *Topics:* Specifications and codes; analyses and tests; materials engineering; geotechnical design; pipeline design. *Retrievability:* Files arranged by subject and construction zone.

NPA/EDU-100
Engineering and Operational File
Description: Information on all engineering aspects associated with the operational phase of the pipeline. *Topics:* Analyses and tests; compressor stations; meter stations; pipeline stress; engineering surveillance; pipeline crossings. *Retrievability:* Files arranged by subject and construction zone.

NORTHWEST TERRITORIES WATER BOARD

Chapter 75

NORTHWEST TERRITORIES WATER BOARD

Background

The Northwest Territories Water Board was established under Section 7 of the *Northern Inland Waters Act*, which was proclaimed on February 28, 1972. The Northern Inland Waters Regulations were promulgated on September 14, 1972. Two amendments to the Regulations have been made since: one on January 15, 1974, and the other on July 17, 1975.

The Board consists of not fewer than three and not more than nine members appointed by the Minister of Indian Affairs and Northern Development. It is made up of at least one nominee from those departments of the Government of Canada which, in the opinion of the Governor-in-Council, are most directly concerned with the management of the water resources in the Northwest Territories; and at least six persons named by the Commissioner-in-Council of the Northwest Territories. The Board held its founding meeting in Yellowknife, Northwest Territories, on April 18, 1972.

Overall Responsibilities

The Board provides for the conservation, development and use of the water resources of the Northwest Territories in a manner that will provide the optimum benefit for all Canadians, and for the residents of the Territories in particular. Under the Act, an application must be made to the Board and either an Authorization or Licence issued prior to the use of any waters or disposal of any water-borne waste.

The requirement for application applies equally to departments and agencies of the federal government. The only exclusions are the use of water for domestic purposes, for extinguishing a fire, or on an emergency basis, for controlling or preventing a flood.

Organization

Professional and technical staff is provided by the Minister of Indian Affairs and Northern Development. It is headed by the controller, and includes the supervisor of pollution control, the supervisor of licensing and approvals, a hydrologist and a biologist. Technical and administrative support staff assist these professionals in carrying on the Board activities. A Technical Advisory Committee was established on October 17, 1973, to provide a forum for the discussion of technical matters related to applications for use of water.

Access Procedures

Please direct formal requests under the *Access to Information Act* to

Access to Information Co-ordinator
Northwest Territories Water Board
Precambrian Building, 9th Floor
P.O. Box 1500
Yellowknife, N.W.T.
X1A 2R3
Telephone: (403) 920-8191

PACIFIC PILOTAGE AUTHORITY

Chapter 76

PACIFIC PILOTAGE AUTHORITY

PACIFIC PILOTAGE AUTHORITY

(PPA)

OPERATIONS

(OPE)

005 Pilotage Services
010 Tariffs

ACCESS TO INFORMATION
CO-ORDINATOR
PACIFIC PILOTAGE AUTHORITY
SUITE 300
1199 WEST HASTINGS STREET
VANCOUVER, BRITISH COLUMBIA
V6E 4G9

PACIFIC PILOTAGE AUTHORITY

Background

As a result of recommendations made by the Royal Commission on Pilotage in Canada, the *Pilotage Act* was assented to by Her Majesty and the Governor-in-Council, and was proclaimed on February 1, 1972. The Act created four pilotage regions with specific Authorities, thereby replacing a large number of local pilotage districts. The four Pilotage Authorities — Atlantic, Laurentian, Great Lakes and Pacific — are Crown corporations, responsible to Parliament through the Minister of Transport.

The Pacific Pilotage Authority was incorporated as a Schedule D Crown corporation within the meaning and purpose of the *Financial Administration Act*.

Laws and Regulations

- Canada Shipping Act
- Pilotage Act
- General Pilotage Regulations
- Pacific Pilotage Regulations
- Authority By-laws

Overall Responsibilities

The role of the Authority is to establish, operate, maintain and administer, in the interests of safety, an efficient and economical pilotage service within its geographical boundaries — all coastal waters of British Columbia and the Fraser River. As a further goal, the Authority prescribes tariffs of pilotage charges that are to be fair, reasonable and consistent with providing sufficient revenues to permit the Authority to operate on a self-sustaining financial basis.

Organization

The Pacific Pilotage Authority consists of a chairman and six members appointed by the Governor-in-Council. The Authority's head office is located in Vancouver, British Columbia. All management services, administrative, personnel, financial, contracts and purchasing, are provided by the Vancouver office.

Access Procedures

Formal requests under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator
Pacific Pilotage Authority
1199 West Hastings Street
Suite 300
Vancouver, British Columbia
V6E 4G9
Telephone: (604) 666-6771

Administration Branch

The function of this branch is to provide administrative and financial services as required to operate within accepted corporate business procedures.

Manuals

- Accounting Procedures
- Administrative Directives
- Pilotage Tariffs

Operations Branch

The function of the branch is to provide pilotage service by assignment, and to dispatch qualified pilots to ships navigating within the boundaries of the Pacific Pilotage Authority.

Manuals

- Collective Agreements
- Working Rules
- Accident Reports and Investigations
- Pilot Licence Register
- Service Contracts
- Dispatching Procedures

Classes of Records

PPA/OPE-005
Pilotage Services
Description: Information on the provision of pilotage services within the Pacific Region. *Topics:* Dispatching records; pilotage licences; tariff charges; assignment of pilots to vessels; accident reports; collective agreements; international shipping affairs.

PPA/OPE-010
Tariffs
Description: Information on the setting of tariffs for the provision of pilotage services; also conduct and results of negotiations on the setting of tariffs in various districts throughout the region as well as results of Canadian Transport Commission hearings.

PENSION APPEALS BOARD

Chapter 77

PENSION APPEALS BOARD

Background

This tribunal was constituted by the Parliament of Canada pursuant to an agreement with the government of Québec whereby it is responsible for the hearing of appeals which arise from decisions of the Minister of National Revenue and the Minister of National Health and Welfare under the Canada Pension Plan (CPP); from decisions of the Minister of Revenue of Québec, and in some circumstances, from decisions of La Commission des Affaires Sociales under the Québec Pension Plan (QPP).

The *Access to Information Act* does not apply to any material held by the Board which has to do with appeals arising under the Québec Pension Plan. The enquirer in such cases should be directed to the pertinent officials of that province.

All decisions of this Board with respect to the Canada or Québec Pension Plan are available to the public as published in full by the Commerce Clearing House (CCH) Canadian Employment Benefits and Pension Guide Reports, Vol. II, pages 5951 (et seq.) Both these documents and the decisions of the Board are held by the department involved. Any enquiries should be directed to them.

Access Procedures

Formal requests under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator
Pension Appeals Board
P.O. Box 8567
Postal Terminal
Ottawa, Ontario
K1G 3H9
Telephone: (613) 995-0612

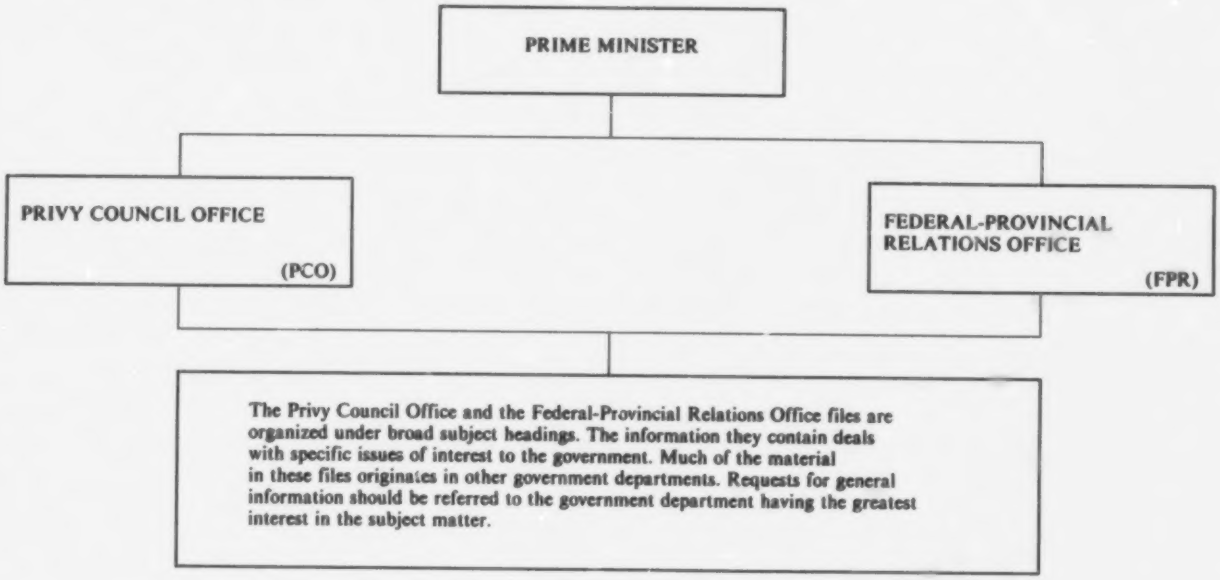
Classes of Records

PAB/PAB-005
Appeals
Description: Information on proceedings before the Pension Appeals Board. *Topics:* A completed file normally contains the notice of appeal; the reply to the notice of appeal; copies of correspondence and documents submitted by the parties involved in the appeal; and copies of decisions related to the appeal.

PRIVY COUNCIL OFFICE

Chapter 78

PRIVY COUNCIL OFFICE


PRIME MINISTER
PRIVY COUNCIL OFFICE
(PCO)
FEDERAL-PROVINCIAL RELATIONS OFFICE
(FPR)

The Privy Council Office and the Federal-Provincial Relations Office files are organized under broad subject headings. The information they contain deals with specific issues of interest to the government. Much of the material in these files originates in other government departments. Requests for general information should be referred to the government department having the greatest interest in the subject matter.

ACCESS TO INFORMATION AND
PRIVACY CO-ORDINATOR
PRIVY COUNCIL OFFICE
ROOM 409, BLACKBURN BUILDING
85 SPARKS STREET
OTTAWA, ONTARIO
K1A 0A3

PRIVY COUNCIL OFFICE

Background

When the responsibilities of Clerk of the Privy Council were defined in 1935, the duties included the preparation of Orders and Minutes of Council and general overseeing and direction of the Office of the Privy Council. The increase in the work of the Cabinet as a result of the Second World War made it necessary to make provision for a Secretary to the Cabinet. The Secretary was to collect and organize agenda for Cabinet meetings, provide the information and materials necessary for the Cabinet deliberations and prepare the results for communication to the departments concerned.

The Privy Council Office (PCO) came into being as a result of an Order-in-Council in 1940, which added the duties of Secretary to the Cabinet to those of Clerk of the Privy Council. Today, the PCO acts as a central agency providing a link between the Prime Minister, the Cabinet and the public service. The Office provides essential services to the Prime Minister, Cabinet, and Cabinet committees.

Laws and Regulations

- Minutes of Council (PC 3374, October 25, 1935)
- Order-in-Council (PC 1940-1121E, March 25, 1940)

Overall Responsibilities

The Privy Council Office has two main functions. One has to do with the operation of the Queen's Privy Council of Canada and primarily involves advice to the Governor General and the production of Orders-in-Council. The second has to do with the operation of Cabinet and the committees of Cabinet.

For the purpose of the *Financial Administration Act*, the Privy Council Office is regarded as a department of government under the direction of the Prime Minister. The Clerk of the Privy Council/Secretary to the Cabinet, under whose direction the Privy Council Office's functions are carried out, is considered a deputy head taking precedence among the chief officers of the public service.

The Privy Council Office provides secretariat support for Cabinet and the committees of Cabinet to facilitate the collective decision-making of Cabinet, and assists the exercise of the prerogatives of the Prime Minister, including the organization and processes of government and the appointment of senior officials to government positions.

The overall responsibilities of the Office may be summarized as follows:

- the co-ordination and provision of material related to the meetings of Cabinet and Committees of Cabinet for the use of the Prime Minister and the chairmen of committees;
- liaison with departments and agencies of government on Cabinet matters;
- undertaking of special studies on matters of current public policy concern as required; this includes participation in interdepartmental committees of officials through the provision of chairmen, members and secretaries and the preparation of papers for, and on behalf of, such committees;
- support and advice to the Prime Minister on prime ministerial prerogatives, and responsibilities for the organization of the Government of Canada;
- advice to the Prime Minister on national security and intelligence matters, as well as the preparation of emergency planning in anticipation of national disasters or other emergencies requiring support of the responsible civilian authority;
- the examination of submissions to the Governor-in-Council to ensure conformity with policy and legal requirements, and the preparation of draft orders; and
- duties related to regulations made under the *Statutory Instruments Act* including the examination revisions, registration and preparation for publication of federal statutory regulations in Part II of the Canada Gazette.

Organization

The Privy Council Office is separated into two main branches: Plans and Operations. The Plans Branch assists the Prime Minister in defining the objectives and priorities of the government as well as determining the appropriateness of departmental mandates within the government. The Operations Branch is responsible for managing the business of Cabinet and Cabinet committees. Each committee has a corresponding secretariat that provides research and operational support. Most of these secretariats are in the Privy Council Office. As the concerns of Cabinet change, so do the Cabinet committees. As a result, the number and titles of the secretariats within the Privy Council Office are also subject to change.

The Senior Personnel Secretariat serves as the personnel section for the selection and appointment of senior officers in Governor-in-Council positions. The Prime Minister's responsibility for the safeguarding of the integrity of the nation is supported by the Security and Intelligence Secretariat.

The Orders-in-Council section provides documentary and legal support to the Governor-in-Council.

FEDERAL-PROVINCIAL RELATIONS OFFICE

Background

The Federal-Provincial Relations Office (FPRO) was established on January 15, 1975, by *An Act Respecting the Office of the Secretary to the Cabinet for Federal-Provincial Relations and Respecting the Clerk of the Privy Council*. The unit had previously functioned as the Federal-Provincial Relations Secretariat in the Privy Council Office. It is headed by the Secretary to the Cabinet for Federal-Provincial Relations who, supported by two deputy secretaries, reports directly to the Prime Minister.

Organization

The FPRO has five principal components: a secretariat responsible for liaison with the provinces, a secretariat responsible for policy development, two additional secretariats dealing with economic and social policy and programs, and an Office of Aboriginal Constitutional Affairs.

Overall Responsibilities

The functions of the FPRO are to advise and assist the Prime Minister regarding overall responsibility for federal-provincial relations, to provide the Cabinet with assistance in examining federal-provincial issues of current and long-term concern, and to promote and facilitate federal-provincial co-operation and consultation. The FPRO also provides assistance to federal ministers, departments and agencies in the conduct of their relations with provincial governments.

Access Procedures

The Access and Privacy Co-ordinator for the Privy Council Office oversees both the access to information and the privacy of information functions. Requests for access to records under the *Access to Information Act* should be sent to

PRIVY COUNCIL OFFICE

Access to Information and Privacy Co-ordinator
Privy Council Office
Blackburn Building, Room 409
85 Sparks Street
Ottawa, Ontario
K1A 0A3
Telephone: (613) 957-5210

Requests for access to records of the Federal-Provincial Relations Office under the *Access to Information Act* should be sent to

Access to Information and Privacy Co-ordinator
Federal-Provincial Relations Office
Blackburn Building, Room 409
85 Sparks Street
Ottawa, Ontario
K1A 0A3
Telephone: (613) 957-5210

Classes of Records

Privy Council Office

The files held by the Privy Council Office are organized under broad subject headings. The information they contain deals with specific issues of interest to the government from time to time. Much of the material on these files originates in other government departments. Requests for general information should be referred to the government department having the greatest interest in the subject matter.

It should be noted that Orders-in-Council are published in Part II of the Canada Gazette and are therefore records in the public domain. Requests for this material should not be made under the provisions of the *Access to Information Act*.

Exclusion or Exemption of Records

Under the *Access to Information Act*, a class of records is excluded from the provisions of the Act under Section 69. The records are referred to as confidences of the Queen's Privy Council for Canada. In addition, records that contain advice or recommendations may be exempted by a government institution pursuant to Section 21. Both these sections refer to records that are less than 20 years old.

Federal-Provincial Relations Office

The files held by the Federal-Provincial Relations Office are organized under broad subject headings. The information they hold deals with specific issues of interest to the government from time to time. Much of the material on these files originates in other government departments. Requests for general information should be referred to the government department having the greatest interest in the subject matter.

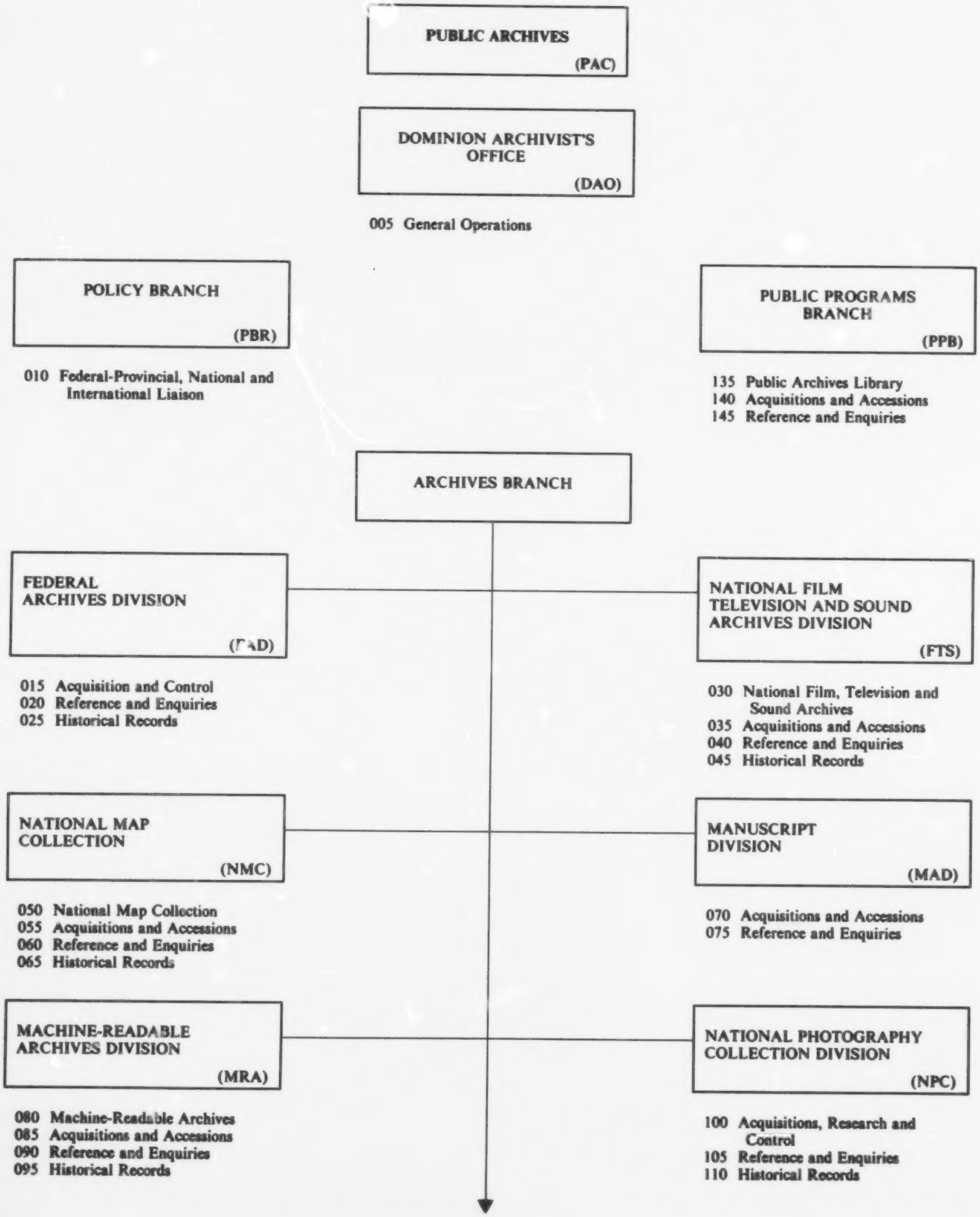
Exclusion or Exemption of Records

Under the *Access to Information Act*, a class of records is excluded from the provisions of the Act under Section 69. The records are referred to as confidences of the Queen's Privy Council for Canada. In addition, records that contain information whose release could be injurious to the conduct by the Government of Canada in federal-provincial affairs may be exempted by a government institution pursuant to Sections 21 and 14.

PUBLIC ARCHIVES

Chapter 79

PUBLIC ARCHIVES



PUBLIC ARCHIVES (PAC)

DOMINION ARCHIVIST'S OFFICE (DAO)

005 General Operations

POLICY BRANCH (PBR)

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FEDERAL ARCHIVES DIVISION (FAD)

015 Acquisition and Control
020 Reference and Enquiries
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NATIONAL FILM TELEVISION AND SOUND ARCHIVES DIVISION (FTS)

030 National Film, Television and Sound Archives
035 Acquisitions and Accessions
040 Reference and Enquiries
045 Historical Records

NATIONAL MAP COLLECTION (NMC)

050 National Map Collection
055 Acquisitions and Accessions
060 Reference and Enquiries
065 Historical Records

MANUSCRIPT DIVISION (MAD)

070 Acquisitions and Accessions
075 Reference and Enquiries

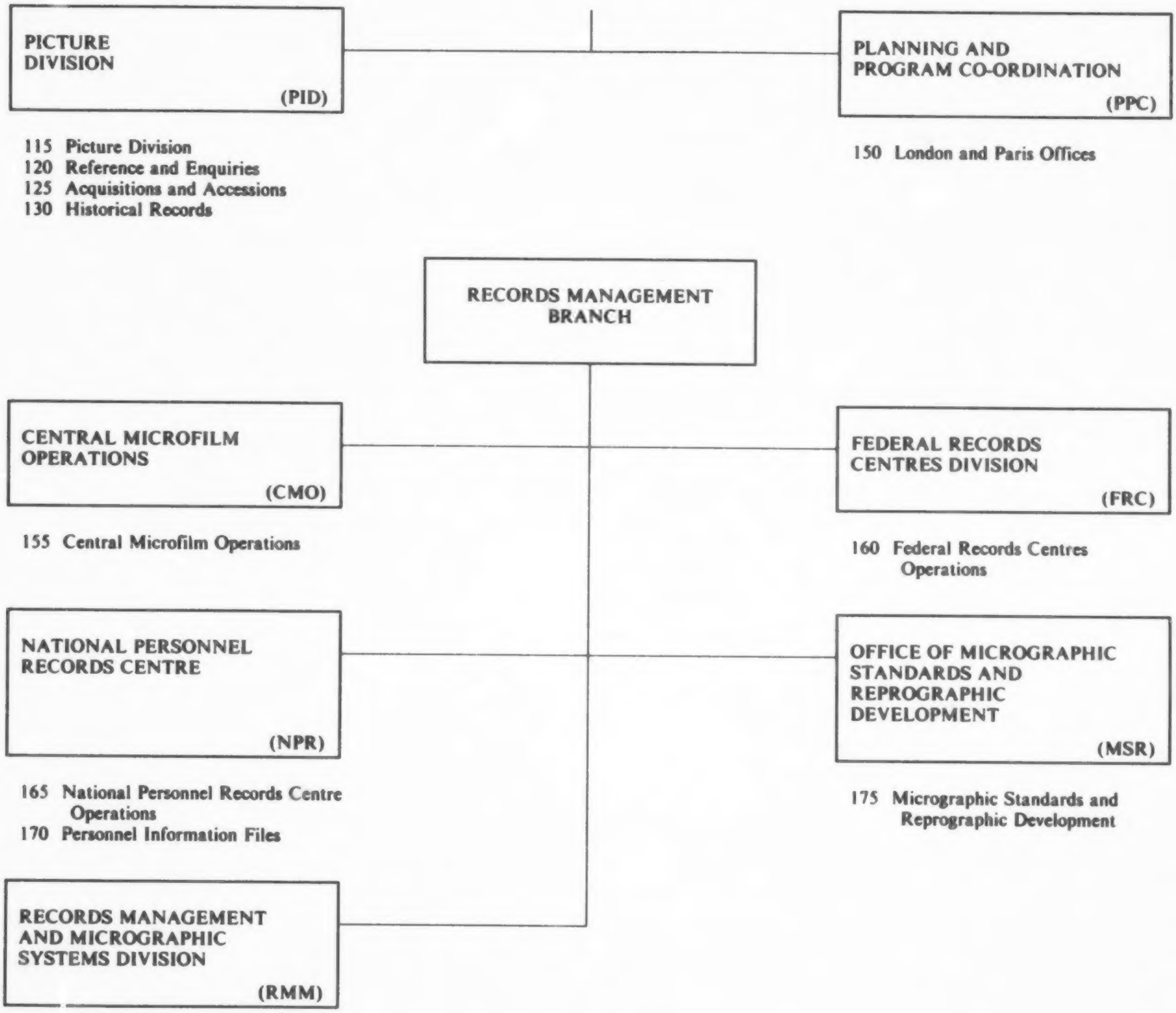
MACHINE-READABLE ARCHIVES DIVISION (MRA)

080 Machine-Readable Archives
085 Acquisitions and Accessions
090 Reference and Enquiries
095 Historical Records

NATIONAL PHOTOGRAPHY COLLECTION DIVISION (NPC)

100 Acquisitions, Research and Control
105 Reference and Enquiries
110 Historical Records

PUBLIC ARCHIVES



PICTURE DIVISION (PID)

115 Picture Division
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PLANNING AND PROGRAM CO-ORDINATION (PPC)

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RECORDS MANAGEMENT BRANCH

CENTRAL MICROFILM OPERATIONS (CMO)

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FEDERAL RECORDS CENTRES DIVISION (FRC)

160 Federal Records Centres Operations

NATIONAL PERSONNEL RECORDS CENTRE (NPR)

165 National Personnel Records Centre Operations
170 Personnel Information Files

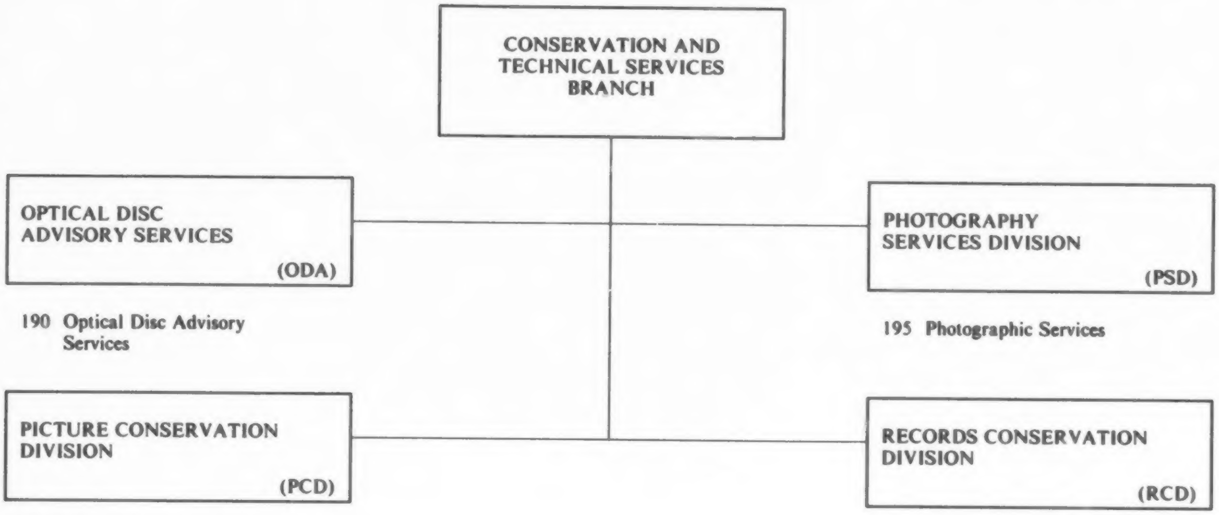
OFFICE OF MICROGRAPHIC STANDARDS AND REPROGRAPHIC DEVELOPMENT (MSR)

175 Micrographic Standards and Reprographic Development

RECORDS MANAGEMENT AND MICROGRAPHIC SYSTEMS DIVISION (RMM)

180 Records Management Services
185 Micrographic Advisory Services

PUBLIC ARCHIVES



CONSERVATION AND TECHNICAL SERVICES BRANCH

OPTICAL DISC ADVISORY SERVICES (ODA)

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PHOTOGRAPHY SERVICES DIVISION (PSD)

195 Photographic Services

PICTURE CONSERVATION DIVISION (PCD)

200 Picture Conservation

RECORDS CONSERVATION DIVISION (RCD)

205 Records Conservation

ACCESS SECTION
FEDERAL ARCHIVES DIVISION
ARCHIVES BRANCH
PUBLIC ARCHIVES
395 WELLINGTON STREET
OTTAWA, ONTARIO
K1A 0N3

Overall Responsibilities

Public Archives Canada (PAC) has a three-fold role. First, as a research institution, it is responsible for acquiring, from any source, all significant archival material of every kind, nature and description on all aspects of Canadian life, and for providing suitable research services and facilities to make this material available to the public.

This broad mandate obliges the Public Archives to preserve material both from the private sector and federal government institutions. The classes of records described in this publication, however, do not include material placed in the Public Archives by persons or organizations other than government institutions. Access conditions for collections acquired from the private sector are normally established by negotiation between the donor and the Public Archives.

The Public Archives plays an equally important role in the efficient management of federal government records. In addition to contributing to overall efficiency, these activities provide for the preservation of an administrative memory by documenting current and former government activities. Also of significance, the Public Archives has a role supporting the development of Canada's archival community.

Laws and Regulations

- Public Archives Act (1912)

Organization

The Public Archives is directed by the Dominion Archivist, who is the deputy head, supported by an assistant dominion archivist and seven directors-general heading the five operational branches, the financial and administrative services branch and the personnel branch. The Dominion Archivist reports to the Minister of Communications.

The Archives Branch consists of eight divisions: Federal Archives; National Film, Television and Sound Archives; National Map Collection; Manuscripts Division; Machine-Readable Archives; National Photography Collection; Picture Division; and Planning and Programme Co-ordination. The branch also maintains offices in London and Paris.

The Records Management Branch consists of: Central Microfilm Operations; Federal Records Centres Division; National Personnel Records Centre; Office of Micrographic Standards and Reprographic Development; and the Records Management and Micrographic Systems Division. The branch also maintains federal records centres in the following cities: Halifax, Montréal, Ottawa, Toronto, Winnipeg, Edmonton and Vancouver.

The Conservation and Technical Services Branch consists of: Optical Disc Advisory Services; Photography Services; Picture Conservation; and the Records Conservation Division.

The Financial and Administrative Services Branch is responsible for such services as finance and general administration.

Publications

Information on the different publications produced by the Public Archives can be obtained by contacting

Publications Division
Public Archives
395 Wellington Street,
Ottawa, Ontario
K1A 0N3
Telephone: (613) 996-1473

Access Procedures

Formal access requests under the *Access to Information Act* should be forwarded to

Access Section
Federal Archives Division
Archives Branch
Public Archives
395 Wellington Street
Ottawa, Ontario
K1A 0N3

Dominion Archivist's Office

The Dominion Archivist is ultimately responsible for all activites of the Public Archives. He or she also participates nationally and internationally in various committees, associations and councils. The assistant dominion archivist assists the Dominion Archivist, particularly in the historical documents, records management and conservation functions.

POLICY BRANCH

This Branch is responsible for relations with central policy agencies, other federal cultural institutions, provincial governments and non-government organizations. The Branch develops policy proposals related to archives and co-ordinates implementation of access to information legislation. It also co-ordinates departmental planning for the Public Archives; and provides for the cyclical and independent review and assessment of departmental programs for both the Dominion Archivist and the National Librarian.

ARCHIVES BRANCH

The branch is responsible for the acquisition, organization and preservation of historical material from government institutions as well as from private individuals and organizations; and providing access to historical government records, research facilities, advice, assistance and reference service to government departments and the various research communities.

Federal Archives Division

This division is responsible for the acquisition, selection, custody and preservation of the textual historical records created and received by the departments and agencies of the Government of Canada and their predecessors, and for making these records available for reference and research purposes.

Manuals

- Federal Archives Division Procedure Manual

National Film, Television and Sound Archives Division

The main function of this division is the acquisition and custody of historically significant audio and audio-visual records such as films, videotapes and sound recordings from the private sector and government institutions. Reference services are available to government institutions and the general public.

Manuals

- Internal Cataloguing Procedure Manual

National Map Collection

The main function of the division is the acquisition and custody of historically significant cartographic and architectural records, mostly from federal government institutions. The division also collects historical material from the general public. Reference services are available to government departments and the general public.

Manuals

- Internal Procedures Manual — guidelines on the acquisition, appraisal, selection, classification, and accessioning of maps received from government departments

Manuscript Division

This division is responsible for the acquisition, selection, organization, description, storage and preservation of nationally significant and historically valuable private manuscripts, corporate records and non-federal government records. It also serves government agencies and the public by making these records available to researchers, performing research and providing information and advice.

Manuals

- Manuscript Division Procedures Manual

Machine-Readable Archives Division

This division appraises, acquires, controls and makes available for research historically valuable machine-readable (EDP) records produced in the public sector, and those of national significance produced in the private sector. It also assists in the development and promotion of data archival techniques in other organizations.

Manuals

- Policies and Procedures Manual

National Photography Collection Division

The division collects, organizes, preserves and makes available selected photographic collections to the public.

Manuals

- Guide to Photo Control Procedures and Methods
- Descriptive and Subject Cataloguing at the National Photography Collection
- Thesaurus of Cataloguing Terms

Picture Division

The main function of the division is the acquisition and custody of historically significant pictorial and iconographical records, mostly from the private sector. Reference services are available to government departments and the general public.

Planning and Programme Co-ordination Division

London and Paris Offices

The function of the London and Paris offices is to identify, evaluate and arrange for the acquisition or copying of archival material relevant to Canada (manuscripts, maps, paintings, prints, photographs or publications) in England, France and the surrounding countries; and to answer research enquiries and provide a reference service.

PUBLIC PROGRAMS BRANCH

The Public Programs Branch is responsible for the delivery of programs such as exhibitions, publications and media relations to inform target audiences about the activities and services of the Department and to acquaint the general public with Canada's rich archival heritage. The Branch also manages programs to promote and support a Canadian archival system and to assist the archival community both nationally and internationally. It also manages information documentation centres (Library; Records Services) servicing the Department, the archival community and the general public on matters concerning archives, their activities, administration and contents.

Public Archives Library Division

The main function of the division is the acquisition and custody of historically significant collections of books and other publications from government institutions and the private sector. It serves as the departmental reference library for the other divisions on their archival projects and operations. Services are available to government institutions and the general public.

Manuals

- Internal Procedural Manuals on Acquisition, Loans and Cataloguing

RECORDS MANAGEMENT BRANCH

The function of this branch is to provide a comprehensive service in records management, primarily to federal government departments and agencies in Ottawa and in larger metropolitan centres across Canada. This service includes records centre storage and reference facilities, advice and assistance in records scheduling and disposal, the provision of training courses, printed standards and guides on records management, conduct of surveys and evaluations, assistance for internal audit staff at institutions in the auditing of records management functions, provision of micrographic operational services and assistance in other aspects of records management, including the federal government's Essential Records Program.

Manuals

- Records Management: Organization and Procedures

Central Microfilm Operations

This division provides a micrographic operational service at cost to the Public Archives of Canada and the National Library of Canada.

Federal Records Centres Division

This division provides safe and economical storage facilities for dormant records, essential records and active computer tapes of federal government departments and agencies in regions where the federal government has its major concentrations of activity. Centres are located in the following cities: Halifax, Montréal, Ottawa, Toronto, Winnipeg, Edmonton and Vancouver.

National Personnel Records Centre

The functions of the National Personnel Records Centre (NPRC) are to provide storage and reference services, to federal departments and agencies and the general public, on personnel and personnel-related records of former civilian and military federal employees; and to assume on behalf of the Dominion Archivist the responsibilities defined in current privacy legislation for all personnel records under NPRC control.

Office of Micrographic Standards and Reprographic Development

The office co-ordinates activities for the development of national micrographic standards and provides a referral centre in the field of reprography.

Records Management and Micrographic Systems Division

This division is responsible for advising, training, and assisting government institutions in the management of their records and the use of micrographics; for evaluating and monitoring the effectiveness of records management in government institutions; for undertaking and promoting research into technological developments; and for ensuring the effective scheduling (for retention and disposal) of government records.

CONSERVATION AND TECHNICAL SERVICES BRANCH

This branch is responsible for picture and records conservation for the Public Archives, including photography services, computer systems development, and the training of qualified conservators.

Optical Disc Advisory Services

This section provides advisory services to the Public Archives in the research, design, development and implementation of optical disc storage and retrieval systems.

Photography Services Division

This division is responsible for photographic services to the Public Archives, and to the researchers who use the facilities.

Picture Conservation Division

This division is responsible for the conservation and restoration of historical and rare documents (principally oil paintings, fine art on paper, medals and photographic materials) for the Public Archives.

Records Conservation Division

This division is responsible for the conservation and restoration of historical and rare books, manuscripts, maps, atlases, posters and other paper and leatherbound archival material. It also provides a training program to develop qualified Canadian conservators.

Classes of Records

PAC/DAO-005
General Operations
Description: Information on the acquisition, conservation and use of historical documents and on the records management function. *Topics:* Correspondence with the Minister, Treasury Board and other central agencies; publications; exhibitions; planning; evaluation and audit.

PAC/PBR-010 *Formerly Identified as:* PAC/DAO-010
Federal-Provincial, National and International Liaison
Description: Information on participation in various departmental, provincial, national and international organizations. *Topics:* Associations — Association of Canadian Archivists, Association des archivistes du Québec; Societies — Society of American Archivists, Royal Commonwealth Society; Councils — International Council of Archives; and Committees — Senior Management Committee, Advisory Committee on Records, Archives Committee for Pan-American Institute of Geography and History.

PAC/FAD-015
Acquisition and Control
Description: Information on the acquisition of government records and their selection, organization, description and conservation as the permanent historical record of the Government of Canada. *Topics:* Negotiations and liaison with departments and agencies; submission of records retention and disposal schedules and microfilm proposals; transfers of records and accessioning procedures; the organization, selection and description of historical records; liaison with other Public Archives divisions and branches on historical records.

PAC/FAD-020
Reference and Enquiries
Description: Information on the terms, arrangements and provisions for making information contained in historical records available to the general public. *Topics:* Registration of researchers; access and restrictions; microfilm interlibrary loans; photo-duplication services.

PAC/FAD-025
Historical Records
Description: Information on all aspects of the organization and operations of federal government departments and agencies and their predecessors, selected for permanent preservation because of their historical value. *Topics:* Culture and communications; external relations; trade, commerce and statistical matters; fiscal and industrial affairs; judicial and parliamentary activities; state and general government administration; military and wartime activities; minerals and energy; natural resources, the north and scientific research; public works and transportation; social and native affairs. *Retrievability:* The original file classification systems used in the creating departments and agencies have been maintained, but the records of each department and agency have been placed into record groups. *Storage Medium:* Microfilm.

PAC/FTS-030
National Film, Television and Sound Archives
Description: General information on the functions of this division. *Topics:* Access to material (restrictions); exchanges and agreements; loans; projects.

PAC/FTS-035
Acquisitions and Accessions
Description: Information on the acquisition of films, videotapes and sound recordings of historical value for preservation, cataloguing and storage. *Topics:* Cataloguing; preservation; evaluations, appraisals of collections; purchasing donations; negotiations.

PAC/FTS-040
Reference and Enquiries
Description: Information on reference and enquiries to the National Film, Television and Sound Archives for information or copies of holdings. *Topics:* References; cataloguing; permissions to copy; enquiries — individuals, companies, societies and associations, municipal, provincial and federal government institutions.

PAC/FTS-045
Historical Records
Description: Selection of films, videotapes and sound recordings for permanent archival retention. *Topics:* Documentation on Canadian film, television and international cinema; still photographs and transparencies relating to television and films; sound recordings of historical events and broadcasts; biographical sound interviews; fiction and non-fiction films and videotapes. *Storage Media:* Films, tapes, discs, photographs and transparencies.

PAC/NMC-050
National Map Collection
Description: General information on the functions of this division. *Topics:* Loans of maps; microfilming submissions from federal government institutions; access to material; internal research and cataloguing projects; development and participation in the archives course and the seminar on cartographic archives; provision of material for exhibitions.

PAC/NMC-055

Acquisitions and Accessions

Description: Information on the acquisition and accession of cartographic and architectural records from government institutions and the private sector for preservation, cataloguing and storage. *Topics:* Evaluations; negotiations; agreements; auctions; offers of maps. *Retrievability:* These files are arranged by subject, donor, or collection.

PAC/NMC-060

Reference and Enquiries

Description: Information on reference and enquiries to the National Map Collection for information or copies of holdings. *Topics:* Enquiries — individuals, companies, societies and associations; colleges, universities and schools; municipal, provincial and federal institutions; permissions to copy; redistribution of maps.

PAC/NMC-065

Historical Records

Description: Selection of all cartographic and architectural forms, including maps, plans, charts, blueprints, atlases and globes for permanent archival retention. *Topics:* Early Canadian cartography; modern cartography (after 1850); government cartographic and architectural records. *Retrievability:* Collections acquired from government institutions and considered public records are filed by record group. Maps transferred to the National Map Collection from the collections acquired by the Manuscript Division are filed by collection name. Individual maps are filed by geographic classification number.

PAC/MAD-070

Acquisitions and Accessions

Description: Information on manuscripts and records acquired from the private sector to be organized, retained and preserved by the Public Archives. *Topics:* Acquisitions (negotiations, some evaluations and agreements with collectors, the public and donors; also exchanges with archival institutions); contacts for acquisition purposes; transfers, organization and control of manuscript collections. *Retrievability:* These files are arranged by subject, donor, collection and institution.

PAC/MAD-075

Reference and Enquiries

Description: Information on research performed by divisional staff, enquiries, and access to the records in the custody of the Manuscript Division. *Topics:* Research (on historical events and persons, cultural, political, social, economic, scientific and intellectual development of Canada, genealogy, ships, military regiments and other miscellaneous subjects); enquiries — by individuals, organizations and government departments; access to records — lists of access restrictions and requests, including approval or denial of access (listed by year).

PAC/MRA-080

Machine-Readable Archives

Description: Correspondence of a general nature on the operations and activities of the Machine-Readable Archives Division. *Topics:* EDP hardware (equipment and machinery); EDP software (development or consideration of systems); studies, surveys and questionnaires; conservation of holdings.

PAC/MRA-085

Acquisitions and Accessions

Description: Information on the appraisal and acquisition of machine-readable data files of historical or long-term research value. *Topics:* Acquisitions (government and private sectors); liaison (institutions and countries); microfilm submissions; records retention and disposal schedules.

PAC/MRA-090

Reference and Enquiries

Description: Information on enquiries and access to machine-readable records in the custody of the Machine-Readable Archives Division. *Topics:* Access restrictions (government and private sector); enquiries.

PAC/MRA-095

Historical Records

Description: Machine-readable (EDP) information on many aspects of the operations of government departments and agencies, acquired for its historical and long-term research value. *Topics:* Culture and communication; external relations; trade, commerce and statistical matters; fiscal and industrial affairs; judicial and parliamentary activities; state and general government administration; military activities; minerals, energy and natural resources; the north and scientific research; public works and transportation; social and native affairs. *Retrievability:* These files are arranged by EDP file title and government department.

PAC/NPC-100

Acquisitions, Research and Control

Description: Information on the acquisition and preservation of photographic documents organized and retained by the Public Archives. *Topics:* Negotiations with (and evaluation for) photographers, members of the public and donors; biographies of historical and contemporary photographers; inventories (photographic holdings of some government departments and agencies); research and acquisition projects; contacts in the public sector; accession (the nature, source and location of each photo collection); transfer, organization, storage and control of photographic records. *Retrievability:* These files are arranged by subject, by individual accession and by name.

PAC/NPC-105

Reference and Enquiries

Description: Information on enquiries and access to photographic documents in the custody of the National Photography Collection. *Topics:* Enquiries — individuals, organizations and government departments; the organization of reference services; the course and completion of exhibitions and publications; the cataloguing of photographs; access to records; photo duplication of records. *Retrievability:* These files are arranged by subject, year, individual, organization and government.

PAC/NPC-110

Historical Records

Description: Photographic documentation transferred to the Public Archives from federal sources illustrating all aspects of national life. *Topics:* Vary widely from one donor department or agency to another; depend on the functions of photography at the institution, such as public relations, scientific or technical recording or experimentation, and engineering and construction. *Retrievability:* Records are usually kept in their original arrangements but are accessioned and described by donor, subject, and sometimes photographer. There is also an illustrated card catalogue of selected items from collections, various finding aids for specific collections, and collection name files created as part of the Guide to Canadian Photographic Archives. *Storage Media:* Various types of photographic paper; photographic negatives (glass plates and celluloid); early photographic processes on metal or glass bases.

PAC/PID-115

Picture Division

Description: General information on the functions of this division. *Topics:* Loans of pictures and transparencies; access to material; internal research projects; provision of material for exhibitions; exchanges and agreements; artist files by name.

PUBLIC ARCHIVES

PAC/PID-120

Reference and Enquiries

Description: Information on reference and enquiries to the Picture Division for information or copies of holdings. *Topics:* Enquiries — individuals, companies, societies and associations, colleges, universities and schools, and municipal, provincial and federal government institutions; permission to copy.

PAC/PID-125

Acquisitions and Accessions

Description: Information on the acquisition and accession of pictorial and iconographic records such as paintings, medals, drawings, posters and heraldry for preservation, cataloguing and storage. *Topics:* Evaluations; negotiations; agreements; auctions; offers of pictures; insurance. *Retrievability:* These files are arranged by subject, donor, or collection.

PAC/PID-130

Historical Records

Description: Paintings, drawings, heraldry, medals and posters selected for permanent archival retention. *Retrievability:* The holdings are arranged first by the physical aspect of the materials: paper (posters, fashion magazines, drawings); canvas (paintings); others (medals, heraldry). They are then arranged by name of artist or collection. There is a backup subject cross-index.

PAC/PPB-135 *Formerly Identified as:* PAC/PAL-135

Public Archives Library

Description: General information on the functions of the library. *Topics:* Loans; special projects; operational relations with other divisions; participation in exhibitions.

PAC/PPB-140 *Formerly Identified as:* PAC/PAL-140

Acquisitions and Accessions

Description: Information on the acquisition and accession of early Canadian historical documents and their cataloguing for preservation and storage. *Topics:* Indexes, biographies, genealogies, shipping, and directories of cities and townships; purchasing and donations; restriction on acquisitions; exchanges and agreements; evaluation appraisals of collections.

PAC/PPB-145 *Formerly Identified as:* PAC/PAL-145

Reference and Enquiries

Description: Information on reference and enquiries to the library for information or copies of holdings. *Topics:* Archives; records management; cartography; Canadian art; audio-visual archives and Canadian films; reports and journals of Canadian, American, British and French historical associations; permission to copy; research; enquiries — individuals, companies, societies, associations, and municipal, provincial and federal government institutions.

PAC/PPC-150 *Formerly Identified as:* PAC/LPO-150

London and Paris Offices

Description: Information on the acquisition or reproduction of archival material relevant to Canada. *Topics:* Specialized research; enquiries from government officials, scholars, university professors, students and the general public.

PAC/CMO-155

Central Microfilm Operations

Description: Information relating to the provision of a complete micrographic operational service to all government departments and agencies on a cost-recovery basis. *Topics:* General; source document microfilming; quality control; processing; computer output microfilm; duplication and microformatting.

PAC/FRC-160

Federal Records Centres Operations

Description: Information relating to provision of safe and economical storage facilities for dormant records, essential records and active computer tapes. *Topics:* General; accessioning; disposal; micrographic inspection and reboxing; reference services and tape library.

PAC/NPR-165

National Personnel Records Centre Operations

Description: Information relating to the provision of storage and reference services for personnel and personnel-related records of former civilian and military federal employees. *Topics:* General; accessions; disposal; reference services and enquiries.

PAC/NPR-170

Personnel Information Files

Description: Personnel information collected during the course of an individual's term of employment in the government. *Topics:* Former federal civilian employees and military personnel. *Retrievability:* These files are arranged by locator number. *Storage Medium:* Microfilm.

PAC/MSR-175

Micrographic Standards and Reprographic Development

Description: Information relating to the development of micrographic standards; to national and international reprographic and micrographic organizations; to the provision of advice and assistance on reprographic subjects. *Topics:* General; micrographic standards; national and international liaison; research and reference.

PAC/RMM-180

Records Management Services

Description: Information relating to the advice, assistance, research and training in records management provided to federal government departments and other organizations. Also information relating to the control of requests for authority to dispose of government records and the evaluation of the effectiveness and efficiency of records management operations. *Topics:* General; consulting services; federal records inventory; evaluations; publications; research and development; scheduling and training.

PAC/RMM-185

Micrographic Advisory Services

Description: Information relating to advice provided to departments on the technical suitability of micrographic applications, to the dissemination of information on the state-of-the-art in micrographics, and to the training provided to departmental personnel. *Topics:* General; consulting services; micrographic technology course.

PAC/ODA-190

Optical Disc Advisory Services

Description: General information on optical disc storage and retrieval systems. *Topics:* Research design development; storage and retrieval systems.

PAC/PSD-195

Photographic Services

Description: Information relating to photographic and electrostatic reproductions of materials held in the Public Archives. *Topics:* General; film preservation; photographic assignments; black-and-white reproductions; colour reproductions.

PAC/PCD-200

Picture Conservation

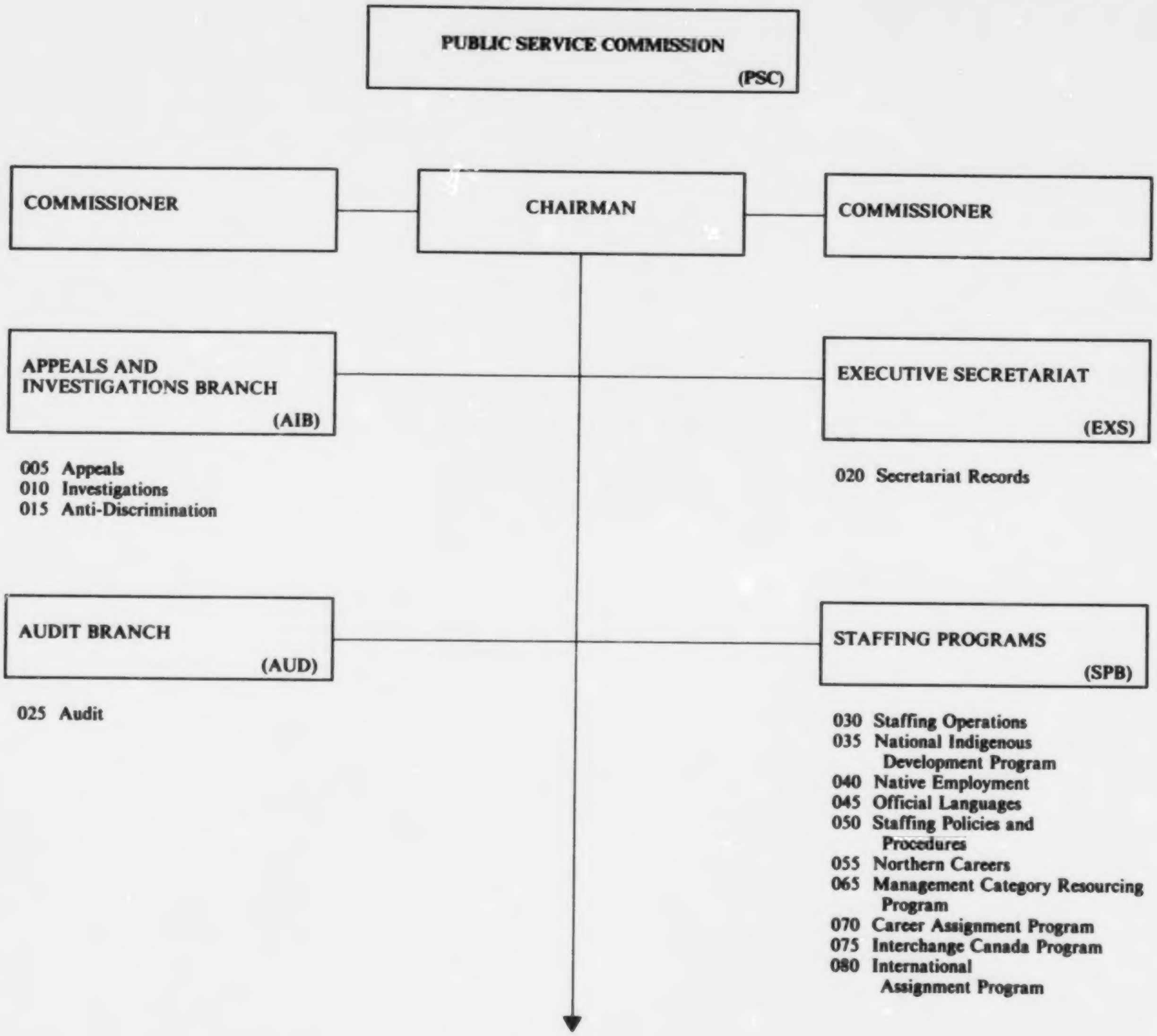
Description: Information relating to the preservation and restoration services for works of art on paper, oil paintings, photographic records, medals and other holdings. *Topics:* General; water-colours; prints and drawings; oil painting conservation; medal conservation; photograph conservation.

PAC/RCD-205
Records Conservation
Description: Information relating to the preservation and restoration services for rare books, manuscripts, maps, atlases, posters and other paper and leatherbound archival material. *Topics:* General; book restoration; map, poster and manuscript restoration; deacidification; conservation training program.

PUBLIC SERVICE COMMISSION

Chapter 80

PUBLIC SERVICE COMMISSION


PUBLIC SERVICE COMMISSION
(PSC)
COMMISSIONER
CHAIRMAN
COMMISSIONER
APPEALS AND INVESTIGATIONS BRANCH
(AIB)
EXECUTIVE SECRETARIAT
(EXS)
AUDIT BRANCH
(AUD)
STAFFING PROGRAMS
(SPB)

APPEALS AND INVESTIGATIONS BRANCH (AIB)

005 Appeals
010 Investigations
015 Anti-Discrimination

EXECUTIVE SECRETARIAT (EXS)

020 Secretariat Records

AUDIT BRANCH (AUD)

025 Audit

STAFFING PROGRAMS (SPB)

030 Staffing Operations
035 National Indigenous Development Program
040 Native Employment
045 Official Languages
050 Staffing Policies and Procedures
055 Northern Careers
065 Management Category Resourcing Program
070 Career Assignment Program
075 Interchange Canada Program
080 International Assignment Program

PUBLIC SERVICE COMMISSION

STAFF DEVELOPMENT BRANCH

(SDB)

085 Executive and Senior Management Development
090 Managerial and Supervisory Training
095 Occupational and Specialties Training
100 Plans and Operations

LANGUAGE TRAINING PROGRAM

(LTB)

105 Language Training

CORPORATE SYSTEMS AND SERVICES BRANCH

(CSS)

901 Administration
903 Administration and Management Services
905 Buildings and Properties
909 Equipment and Supplies
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924 Pensions and Welfare
925 Salaries and Wages
926 Staff Relations
927 Training and Development

ACCESS TO INFORMATION
CO-ORDINATOR
PUBLIC SERVICE COMMISSION
L'ESPLANADE LAURIER, WEST TOWER
OTTAWA, ONTARIO
KIA 0M7

PUBLIC SERVICE COMMISSION

Background

The Public Service Commission (PSC) is a politically independent agency accountable to Parliament for the administration of the *Public Service Employment Act*.

The jurisdictional powers of the PSC rest with three commissioners — one chairman and two members. They are appointed by the Governor-in-Council for a ten-year term and have the status of deputy head. Together, the commissioners set the overall policy in accordance with the *Public Service Employment Act*. A majority of the commissioners constitutes a quorum. The chairman is chief executive officer.

The PSC, as it is known today, evolved gradually from the Civil Service Commission (CSC), which was established in 1908 under the *Civil Service Amendment Act*. This Act introduced the principle of merit as established by competition. However, it did not apply to positions outside of Ottawa. The *Civil Service Act* of 1918 placed the entire Public Service under the CSC. The *Civil Service Act* of 1962 preserved the independence of the Civil Service Commission and maintained the fundamental principles of the merit system.

The *Public Service Employment Act* of 1967 reaffirmed the merit principle and changed the name of the Civil Service Commission to the Public Service Commission (PSC). The PSC's main task became staffing and the Commission was allowed to delegate staffing authority and power to departments. The PSC retained full responsibility for administering the appeals system. The Commission's responsibility for pay and classification and conditions of employment was transferred to the Treasury Board of Canada.

Overall Responsibilities

The primary responsibility of the Public Service Commission today is to ensure that the merit principle, as determined by the Commission, is upheld in public service staffing operations. This is accomplished through:

- the appointment or provision for the appointment of qualified persons to or from within the Public Service;
- the development and administration of processes and standards for selection of candidates for positions in the Public Service;
- the operation of an appeals system for appointments and demotions or releases for incompetency or incapacity; and
- the conduct of audits to evaluate the manner in which staffing authority has been exercised.

The *Public Service Employment Act* also provides for the Public Service Commission to:

- promote the participation of women, francophones, native people and other under-represented groups in the Public Service;
- ensure that physically and mentally handicapped persons are given effective equality of opportunity to compete for positions in the Public Service;
- provide professional leadership in facilitating, stimulating and operating programs of development and training, including language training and services, to bring about improvements in the skills and qualifications of public service employees;
- maintain an effective appeals mechanism for employees of the Public Service with respect to appointments, releases and demotions;
- investigate complaints of inequity and unfairness in employment under the *Public Service Employment Act;* and
- make decisions on allegations of political partisanship.

Access Procedures

Formal requests under the *Access to Information Act* should be forwarded to

Access to Information Co-ordinator
Public Service Commission
L'Esplanade Laurier, West Tower
Ottawa, Ontario
K1A 0M7
Telephone: (613) 993-7261

Members of the public seeking information about various PSC programs, services and policies are encouraged to telephone the Information Centre at (613) 996-5010. The Centre is located in Ottawa at 300 Laurier Avenue West (West Tower, L'Esplanade Laurier).

Reading Rooms

Hours of service for reading rooms are 08:30 to 16:30. Reading Rooms are located in:

Vancouver
Toronto Dominion Tower
700 Georgia Street West

Whitehorse
Yukon Centre
4114 - 4th Avenue

Edmonton
Capital Place
9707 - 110th Street

Yellowknife
Precambrian Building
4922 - 52nd Avenue

Regina
Imperial Bank of Commerce Building
1867 Hamilton Street

Winnipeg
Revenue Building
391 York Avenue

Toronto
Professional Tower
180 Dundas Street West

Ottawa
Library, 11th Floor
L'Esplanade Laurier
300 Laurier Avenue West

Montréal
Complexe Guy-Favreau
200 Dorchester Boulevard West

Québec
Place Sillery
1126 Chemin St. Louis

Halifax
Brunswick Building
1888 Brunswick Street

Moncton
Central and Eastern Trust Building
860 Main Street

St. John's, Newfoundland
Government Building
354 Water Street

Charlottetown
Confederation Court Mall
134 Kent Street

PUBLIC SERVICE COMMISSION

Appeals and Investigations Branch

The branch establishes independent boards to hear appeals by public servants against alleged breaches of the *Public Service Employment Act* and Regulations, including cases taken to the Federal Court of Canada. It also investigates complaints alleging discrimination on non-proscribed grounds, harrassment, unfair administrative treatment on the job, questionable staffing activities and other complaints on personnel matters.

Manuals

- Anti-discrimination Operational Procedures Manual
- Appeals Operational Procedures Manual
- Investigations Operational Procedures Manual

Executive Secretariat

The chairman and commissioners' offices have the overall responsibility for PSC policy in accordance with the *Public Service Employment Act*. The Executive Secretariat provides advice and assistance in the co-ordination of policy submissions from organizational components of the PSC. Accordingly, it develops and organizes policies affecting more than one organizational component of the PSC; administers Sections 21, 31, 32, and 39 of the *Public Service Employment Act;* provides replies to ministerial and parliamentary enquiries; and regulates the flow of documentation to and from the PSC.

Audit Branch

The branch conducts audits of delegated and non-delegated staffing activities and other personnel management functions, as delegated by the Treasury Board of Canada, to assess the management of staffing and other personnel management systems, including the assessment of the effectiveness and impact of policies, practices, procedures and regulations on these systems. These audits are carried out on a cyclical basis in all departments and agencies that come under the *Public Service Employment Act*. The results are used by the Commission to determine the content and duration of the instruments for delegation of staffing authority and to account to Parliament each year on the state of staffing delegation under Section 45 of the Act, and by the Treasury Board of Canada to assess the administration of its personnel management policies and systems.

Manuals

- Personnel Audit and Review Guide
- Audit Branch

Staffing Programs

In the performance of its mandate, the branch has several roles: the definition, interpretation, consultation and review of the policy and requirements for Public Service staffing as specified by the *Public Service Employment Act* and Regulations; prescribes and monitors the standards, programs, systems, methods and procedures to be followed in recruitment, referral and appointment to or from within the Public Service; promotes the fair and equitable participation of under-represented groups (women, native persons, physically disabled, visible minorities); provides human resource planning assistance to departments/agencies public service-wide; determines and recommends specifications and standards for delegation of staffing authority to departments; provides functional direction to departments in terms of staffing processes, systems and programs; delivers centralized programs such as the Management Category Resourcing Program, Interchange Canada Program, Career Assignment Program, and the Women's Career Counselling and Referral Program; counsels executives and senior managers; delivers and administers the decentralized non-delegated programs of the Public Service Commission (PSC), i.e. recruitment, referral and non-delegated staffing; co-ordinates and represents the interests of the PSC in the area of Official Languages.

Manuals

- Personnel Management Manual, Volume 6 (Staffing)
- Operations Procedure Manual

Staff Development Branch

The branch provides executive, professional, managerial and supervisory training to public servants throughout Canada, in response to departmental demand, by providing individualized learning activities, standard courses or training events custom-designed to suit the specific job requirements of a particular department or group of departments.

Manuals

- Staff Development Branch Policies and Procedures Manual

Language Training Program Branch

The branch provides basic language training to employees on the Commission's or client's premises; designs and conducts specialized and developmental courses for departments and agencies; and gives advice and assistance to clients in various areas of language training such as the development of teaching materials to meet specific needs, program evaluation, needs analysis, consultation, testing and orientation of language trainees.

Corporate Systems and Services Branch

This branch designs, promotes, implements and co-ordinates management systems in the Commission. It ensures that internal Commission policies and systems are consistent with central agency requirements, directs the acquisition and management of the Commission's resources, and provides services to other branches through the following directorates: Administrative Services, Electronic Data Processing Services, Corporate Management Systems, Financial Services, Public Affairs, Personnel Services, CSS Branch Policy and Planning and Review Directorate.

Manuals

- Administrative Policy and Procedures Manual
- Financial Administration Manual

Classes of Records

PSC/AIB-005
Appeals
Description: Information on appeals by public servants, including cases brought before the Supreme Court of Canada, against alleged breaches of the *Public Service Employment Act* and Regulations, in appointments or recommendations for demotion and releases. *Topics:* Appeals-general and Federal court cases. *Retrievability:* Files arranged by subject, individual or organization.

PSC/AIB-010
Investigations
Description: Information on the investigation of complaints concerning the implementation of the *Public Service Employment Act*, except allegations of discrimination as defined in the Act. *Topics:* Cases; special investigations. *Retrievability:* Files arranged by subject, individual or organizations.

PUBLIC SERVICE COMMISSION

PSC/AIB-015

Anti-Discrimination

Description: Information on alleged discrimination in the Public Service on grounds of sex, race, national origin, colour, religion, age, marital status, physical disability, criminal record, security clearance and political preference, and equitable application of regulations dealing with conditions of work. *Topics:* Cases; sex restrictions; special cases. *Retrievability:* Files arranged by subject, individual or organization title. (N.B. Only cases received up to and including April 3, 1985. Effective April 4, 1985, all complaints of discrimination on proscribed grounds are dealt with by the Canadian Human Rights Commission.)

PSC/EXS-020

Secretariat Records

Description: The information contained in the records associated with this class relates to the establishment of policy; Commissioners' awards; the right of public servants to take part in political activities; requests for leave to participate in federal, provincial or territorial elections; studies and operational reports; and other operational activities affecting more than one operational component of the PSC. *Topics:* Commissioners' awards; policies and programs; political partisanship; studies and reports; employees appointed under exclusion order; leave of absence to seek election; public servants released or demoted. *Retrievability:* Files arranged by subject and individual.

PSC/AUD-025

Audit

Description: Information on cyclical audits of staffing and other personnel activities in Departments and agencies; special studies and project audits on specific aspects of the staffing system such as summer students, exclusion orders, Canada Employment and Immigration Commission, public service recruitment and referral service. *Topics:* Department special audit policy; methodology; delegation advisory committee; interdepartmental personnel audit and review committee. *Retrievability:* Files arranged by subject.

PSC/SPB-030

Staffing Operations

Description: Information on appointments to non-delegated groups and levels, and on the recruitment and referral of applicants for appointment to positions in delegated groups and levels; instruments of delegation of staffing authority, advice and assistance to other departments on staffing activities; and the certification of staffing officers. *Topics:* Appointments; black employment; competitions; delegation of staffing authorities; employment of women, indigenous and disabled persons; probation; recruitment and referral; post-secondary recruitment; separations; staffing priorities; transfers; and co-operative education program. *Retrievability:* Files are arranged by subject and individual or organization.

PSC/SPB-035

National Indigenous Development Program

Description: Information on training and development of indigenous people through on-the-job assignments, and training for middle and senior management or advisory positions leading to permanent positions with federal departments or agencies across Canada. *Topics:* Participant assessment and sponsorship, studies, surveys and reports. *Retrievability:* Files arranged by subject, individual and project files.

PSC/SPB-040

Native Employment

Description: Information on evaluation and recommendation for modifications to select methods to ensure the absence of cultural bias. *Topics:* Action plans; advisory services; national joint council on native employment. *Retrievability:* Files arranged by subject or organization.

PSC/SPB-045

Official Languages

Description: Information on guidelines for determining the language proficiency requirements of bilingual positions; statistics on appointments to bilingual positions; advice and assistance on language training plans for appointees to bilingual positions; participation in special studies on staffing of bilingual positions and on equitable participation of both official languages groups and staffing; and co-ordination of Commission concerns in the area of official languages. *Topics:* Advisory services; language selection standards; special studies; language tests; imperative and non-imperative staffing; francophone and anglophone participation. *Retrievability:* Files arranged by subject and organization.

PSC/SPB-050

Staffing Policies and Procedures

Description: Information on planning and development of new or amended staffing policies and procedures, the direct participation in major legislative and regulatory studies and reviews, and the co-ordination of Commission-union consultation. *Retrievability:* Files arranged by subject and project files.

PSC/SPB-055

Northern Careers

Description: Information on training of native people through career path counselling, on-the-job assignments and training workshops, leading to permanent positions within the program or other positions in federal departments in the north. *Topics:* Participant sponsorship; studies; surveys and reports. *Retrievability:* Files arranged by subject, individual and project files.

PSC/SPB-065

Management Category Resourcing Program

Description: Information on policies and systems for the management category. *Topics:* Counselling; human resource planning; performance review and employee appraisals; official languages; retirement and separation; training and development; information systems; statistics. *Retrievability:* Files arranged by subject and individual.

PSC/SPB-070

Career Assignment Program (CAP)

Description: Information on the selection, education and assignment of CAP candidates; also special development programs. *Topics:* Advisory services; assignments; education; participation files; selection; studies; surveys and reports. *Retrievability:* Files arranged by subject and individual or organization title.

PSC/SPB-075

Interchange Canada Program

Description: Information on the exchange of office personnel between various federal and non-federal organizations. *Topics:* Associations; clubs; institutes; societies; colleges, schools; universities; committees; boards; councils; companies; corporations, manufacturers and federal government organizations. *Retrievability:* Files arranged by subject, organization and individual.

PSC/SPB-080

International Assignment Program

Description: Information on the assignment of Canadians to various international organizations and foreign governments as well as non-Canadians on assignment in the federal Public Service. *Topics:* Foreign governments and international organizations. *Retrievability:* Files arranged by organization and individuals.

PUBLIC SERVICE COMMISSION

PSC/SDB-085
Executive and Senior Management Development
Description: Information on courses, seminars and workshops for senior executives and senior managers, including course preparation, content and evaluation. *Topics:* Management training; financial management; personnel management; senior management development. *Retrievability:* Files arranged by subject.

PSC/SDB-090
Managerial and Supervisory Training
Description: Information on policies, course material and correspondence relating to middle management and supervisory orientation courses. *Topics:* Roles of managers and supervisors; management of human resources; planning and control activities; staff relations; organization structuring; management and problem solving; delegation and time management. *Retrievability:* Files arranged by subject.

PSC/SDB-095
Occupational and Specialties Training
Description: Information on occupational and specialty training and development activities sponsored by departments and agencies; marketing of products and services; consultative services, including advisory services; contract services, courses, open learning system; information on the training certification program of departmental and agency trainers, including assistance, resources and research material. *Topics:* Advisory services; contract courses; open learning system. *Retrievability:* Files arranged by subject.

PSC/SDB-100
Staff Development Plans and Operations
Description: Information on planning of branch activities, marketing of products and services, course evaluations, registrations and counselling. *Topics:* Calendar of courses; course design and development; course registrations; counselling; marketing; quality assurance; studies; surveys and reports. *Retrievability:* Files arranged by subject and individual.

PSC/LTB-105
Language Training
Description: Information on program planning, implementation and evaluation; courses, advisory services, studies, surveys and reports. *Topics:* Advisory services; courses; policies and procedures; studies; surveys and reports. *Retrievability:* Files arranged by subject and individual.

PSC/CSS-901
Administration
Description: See Standard Classes of Records.

PSC/CSS-903
Administrative and Management Services
Description: See Standard Classes of Records.

PSC/CSS-905
Buildings and Properties
Description: See Standard Classes of Records.

PSC/CSS-909
Equipment and Supplies
Description: See Standard Classes of Records.

PSC/CSS-910
Furniture and Furnishings
Description: See Standard Classes of Records.

PSC/CSS-918
Personnel
Description: See Standard Classes of Records.

PSC/CSS-919
Classification of Positions
Description: See Standard Classes of Records.

PSC/CSS-920
Employment and Staffing
Description: See Standard Classes of Records.

PSC/CSS-921
Human Resources
Description: See Standard Classes of Records.

PSC/CSS-922
Occupational Health, Safety and Welfare
Description: See Standard Classes of Records.

PSC/CSS-923
Official Languages
Description: See Standard Classes of Records.

PSC/CSS-924
Pensions and Insurance
Description: See Standard Classes of Records.

PSC/CSS-925
Salaries and Wages
Description: See Standard Classes of Records.

PSC/CSS-926
Staff Relations
Description: See Standard Classes of Records.

PSC/CSS-927
Training and Development
Description: See Standard Classes of Records.

PSC/CSS-911
Office Appliances
Description: See Standard Classes of Records.

PSC/CSS-912
Procurement
Description: See Standard Classes of Records.

PSC/CSS-913
Vehicles
Description: See Standard Classes of Records.

PSC/CSS-914
Finance
Description: See Standard Classes of Records.

PSC/CSS-915
Accounts and Accounting
Description: See Standard Classes of Records.

PSC/CSS-916
Audits
Description: See Standard Classes of Records.

PSC/CSS-917
Budgets
Description: See Standard Classes of Records.

PUBLIC SERVICE STAFF RELATIONS BOARD

Chapter 81

PUBLIC SERVICE STAFF RELATIONS BOARD

PUBLIC SERVICE STAFF RELATIONS BOARD
(SRB)

CHAIRMAN

PAY RESEARCH BUREAU
(PRB)

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(OMD)

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ACCESS TO INFORMATION
CO-ORDINATOR
PUBLIC SERVICE STAFF RELATIONS
BOARD
P.O. BOX 1525, STATION B
240 SPARKS STREET
OTTAWA, ONTARIO
K1P 5V2

PUBLIC SERVICE STAFF RELATIONS BOARD

Background

The Public Service Staff Relations Board (PSSRB) was established in 1967 by the *Public Service Staff Relations Act* as amended. The Board is designated as a department, within the meaning and purpose of the *Financial Administration Act* (Order in Council 1967-635, April 4, 1967), and reports to Parliament through a minister of the Crown other than a member of the Treasury Board as designated by the Governor in Council. At present, the minister responsible is the President of the Privy Council.

Prior to October 1, 1975, arbitration and adjudication were separate institutions under the *Public Service Staff Relations Act*, drawing administrative and support services from the Board. Amendments to the Act effective October 1, 1975 placed these functions within the responsibility of the Board.

Laws and Regulations

- Public Service Staff Relations Act
- Public Service Staff Relations Board Regulations and Rules of Procedure

Overall Responsibilities

The Board administers the *Public Service Staff Relations Act* which established a system of collective bargaining, a grievance process and an adjudication procedure for the federal public service (as defined in that Act). These responsibilities include such matters as determination of bargaining units, certification and decertification of bargaining agents, arbitration of interest disputes, adjudication of rights disputes and generally the provision of an administrative structure within which the rights and responsibilities of the employers and employees in the federal public service may be exercised or enforced.

Organization

Pursuant to amendments to the *Public Service Staff Relations Act* which were proclaimed effective October 1, 1975, the Board is composed of "...a Chairman, a Vice-Chairman, not less than three Deputy Chairmen and such other full-time and part-time members as the Governor-in-Council considers necessary to discharge the responsibilities of the Board." With the 1975 amendments, the Board became a public member board in which each member represents only the public interest. Previously, employee and employer interests were represented on the Board by equal numbers of part-time members and only the chairman, vice-chairman and the deputy chairmen were full-time members. All appointments are for periods not exceeding seven years, with the exception of the chairman, vice-chairman and deputy chairmen, whose appointments are for periods not exceeding ten years. Part-time members are appointed either for the purpose of adjudicating upon grievances which have been referred to adjudication or for chairing divisions of the Board which have been assigned responsibility for the issue of arbitration awards.

Key Contacts

Information which can be informally accessed may be obtained by contacting any of the following services:

- General Enquiries: (613) 990-1800
- Library Services: (613) 990-1813
- Access to Information and Privacy Co-ordinator: (613) 990-1804
- Legal Counsel: (613) 990-1830
- Records Management Services: (613) 990-1849

Access Procedures

All requests under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator
Public Service Staff Relations Board
P.O. Box 1525, Station B
240 Sparks Street
Ottawa, Ontario
K1P 5V2
Telephone: (613) 990-1804

Reading Room
Contact: Head, Records Management Section
Telephone: (613) 990-1849
Hours of Operation: 8 a.m. to 4 p.m.

Pay Research Bureau

This bureau is responsible for obtaining information on rates of pay, employee earnings, conditions of employment and related practices, prevailing both inside and outside the public service, to meet the needs of the parties bargaining in the federal public service. It is also responsible for developing and maintaining a data bank of up-to-date data and conducting research studies to support the processes of collective bargaining in the Public Service of Canada. It provides information on compensation and related matters in the federal public service to industry, provincial and municipal governments, bargaining agents and other organizations, when to do so is in the public interest.

Office of the Secretary/Registrar

The secretary registrar is responsible for the development of an effective system for the processing of all proceedings coming before the Board under the provisions of the Act and its regulations. This includes, in addition to an individual case registration and file system for each type of proceeding, the provision of support services for Board meetings and hearings throughout Canada such as hearing accommodations, clerical and secretarial assistance, recording and transcribing facilities and arrangements for court reporters.

Office of Mediation

The Office assists the employers and bargaining agents in resolving their disputes when impasses occur in negotiating collective agreements. It also assists in the resolution of differences when employees have been suggested for managerial or confidential positions, and when employees are suggested for positions in connection with the provisions of the Act relating to the safety or security of the public. In addition, it endeavours to settle complaints alleging violations of certain sections of the Act or Regulations.

Manuals

- Office of Mediation Procedures — Conciliation Boards, Mediators, Conciliators

Legal Services

This unit provides advice and recommendations on the statutory and regulatory powers of the Board, provides the chairman and Board with legal opinions and advice on matters referred to them, keeps abreast of legal developments, particularly as they may affect labor legislation in general and the *Public Service Staff Relations Act* in particular. It also represents the Board before the Federal Court.

Manuals

- PSSRB Reports

PUBLIC SERVICE STAFF RELATIONS BOARD

Classes of Records

SRB/PRB-005
Salaries and Wages
Description: Information on the salaries and wages of selected employee groups in Canada. *Topics:* Salaries and wages of Canadian professional, administrative, technical, administrative support and operational employees. *Storage Media:* Computer, paper copy and microfiche. *Retrievability:* Files arranged by subject.

SRB/PRB-010
Federal Public Service Collective Bargaining Information
Description: Collective bargaining information on federal public servants. *Topics:* Publications — collective agreement analysis; settlement summaries; arbitration, conciliation and adjudication decisions. *Storage Media:* Computer, paper copy and microfiche. *Retrievability:* Files arranged by subject.

SRB/PRB-015
Benefits and Working Conditions
Description: Information on benefits and working conditions of employees in Canada. *Topics:* Employee benefits — management, professional, office and non-office employees; incidence, characteristics and costs of benefits. *Storage Media:* Computer, paper copy and microfiche. *Retrievability:* Files arranged by subject.

SRB/OSR-020
Certification of Bargaining Agents
Description: Applications for employee organizations seeking certification as bargaining agents for groups of employees considered to be units of employees appropriate for collective bargaining. *Topics:* Applications for certification. *Storage Media:* Paper copy, microfiche. *Retrievability:* Files arranged by case file.

SRB/OSR-025
Revocation of Certification of Bargaining Agents
Description: Information on revocation of certification. Any person claiming to represent a majority of employees in a bargaining unit may apply to the Board for a declaration that the certified bargaining agent no longer represents a majority of the employees. *Topics:* Applications for revocation of certification. *Storage Media:* Paper copy, microfiche. *Retrievability:* Files arranged by case file.

SRB/OSR-030
Resolution of Disputes
Description: Information on the process specified by a bargaining agent for resolving a dispute when negotiating a collective agreement between the bargaining agent and the employer. The dispute could either be referred to the Board for arbitration or to a conciliation board. The process and any future alterations from one method to the other are recorded by the Board as part of the certification process. *Topics:* Specification of process for resolution of disputes. *Storage Media:* Paper copy, microfiche. *Retrievability:* Files arranged by case file.

SRB/OSR-035
Determination of Rights of Bargaining Agents
Description: Information on the determination by the board, after the revocation of certification of a bargaining agent, as to rights and duties of that bargaining agent or those of the new bargaining agent. *Topics:* Applications for determination of rights of bargaining agents. *Storage Media:* Paper copy, microfiche. *Retrievability:* Files arranged by case file.

SRB/OSR-040
Declaration of Successor Rights
Description: Information on the declaration or determination by the Board as to what rights, privileges, and duties, if any, have been acquired or are retained by an employee organization after a merger or amalgamation of employee organizations or a transfer of jurisdiction among employee organizations other than by revocation of certification. *Topics:* Applications for determination of successor rights. *Storage Media:* Paper copy, microfiche. *Retrievability:* Files arranged by case file.

SRB/OSR-045
General Powers and Duties of the Board
Description: Information on the general powers and duties of the Board, including the issuing of orders requiring compliance with the Act, regulations or any decision on matters coming before the Board. *Topics:* Applications to the Board for compliance orders under provisions of the Act which have no specific remedy prescribed. *Storage Media:* Paper copy, microfiche. *Retrievability:* Files arranged by case file.

SRB/OSR-050
Requests for Review of Decisions
Description: Information on the review, revision, amendment, alteration or variation by the Board of any of its decisions or orders. *Topics:* Requests for review of Board decisions. *Storage Media:* Paper copy, microfiche. *Retrievability:* Files arranged by case file.

SRB/OSR-055
Determination of Status of Employees
Description: Determinations by the Board on the eligibility of any employee or class of employees to be included as a member of a bargaining unit. *Topics:* Applications for determination of status of employees in bargaining units. *Storage Media:* Paper copy, microfiche. *Retrievability:* Files arranged by case file.

SRB/OSR-060
Complaints of Unfair Practices
Description: Information on complaints alleging unfair practices. *Topics:* Contravention of the Act or regulations; failure to give effect to a provision of an arbitral award; failure to give effect to an adjudicator's decision. *Storage Media:* Paper copy, microfiche. *Retrievability:* Files arranged by case file.

SRB/OSR-065
Presentation of Grievances and Referral to Adjudication
Description: Information on the presentation of certain grievances over a wide range of matters affecting terms and conditions of employment, except where there is an administrative procedure for redress provided for under an Act of Parliament. *Topics:* References to Board for adjudication of grievances concerning: provisions of collective agreements or arbitral awards; disciplinary action resulting in discharge, suspension or a financial penalty. *Storage Media:* Paper copy, microfiche. *Retrievability:* Files arranged by case file.

SRB/OSR-070
Policy Grievances
Description: Information on determinations by the Board, of references by employers or bargaining agents to enforce obligations alleged to arise out of collective agreements or arbitral awards. *Topics:* References of grievances to Board by a bargaining agent or an employer. *Storage Media:* Paper copy, microfiche. *Retrievability:* Files arranged by case file.

SRB/OSR-075
Objections to Managerial and Confidential Exclusions
Description: Information on determinations by the Board, after objections by the bargaining agents, of the status of employees proposed for exclusion from bargaining units by the employer on the grounds that they are employed in a managerial or confidential capacity. *Topics:* Determinations by the Board on status of employees proposed as managerial or confidential exclusions. *Storage Media:* Paper copy, microfiche. *Retrievability:* Files arranged by case file.

PUBLIC SERVICE STAFF RELATIONS BOARD

SRB/OSR-080

Designated Employees

Description: Rulings on the status of employees or classes of employees in a bargaining unit, whose duties at any particular time are necessary to the interest or the safety or security of the public. *Topics:* Determinations by the Board on employees proposed for disignation in the interest of the safety or security of the public. *Storage Media:* Paper copy, microfiche. *Retrievability:* Files arranged by case file.

SRB/OSR-085

Requests for Arbitration

Description: Information on written requests for arbitration from either party after both have bargained in good faith but have been unable to reach agreement on any term or condition of employment, for employees in a bargaining unit whose bargaining agent has specified referral to arbitration as the method for resolving negotiation disputes. *Topics:* Requests by bargaining agent or employer for arbitration of matters in dispute. *Storage Media:* Paper copy, microfiche. *Retrievability:* Files arranged by case file.

SRB/OSR-090

Applications for Extension of Time to Implement Arbitral Awards

Description: Information on application from either party for extension of time to implement the provisions of arbitral awards if unable to do so within the required 90 days. *Topics:* Applications for extension of time to implement arbitral awards. *Storage Media:* Paper copy, microfiche. *Retrievability:* Files arranged by case file.

SRB/OSR-095

Applications for Extension of Time to Implement Provisions of Collective Agreements

Description: Information on application by either party for extension of time to implement the provisions of a collective agreement if unable to do so within the period agreed upon, or 90 days. *Topics:* Applications for extension of time to implement provisions of collective agreements. *Storage Media:* Paper copy, microfiche. *Retrievability:* Files arranged by case file.

SRB/OSR-100

Applications for Declaration of a Strike as Lawful or Unlawful

Description: Information on applications by either employers or bargaining agents for a declaration by the Board on the legality of strikes. *Topics:* Applications for a declaration of a strike as lawful or unlawful. *Storage Media:* Paper copy, microfiche. *Retrievability:* Files arranged by case file.

SRB/OSR-105

Consent to Prosecute

Description: Applications for consent to prosecute in the courts an alleged failure by any person to observe any prohibition contained in Sections 8, 9 or 10, or an offence under Section 104 of the Act. *Topics:* Applications for consent to prosecute. *Storage Media:* Paper copy, microfiche. *Retrievability:* Files arranged by case file.

SRB/OSR-110

Applications for the Extension of Time

Description: Applications for a time extension for the performance of an action, serving of a notice, filing of a document or initiation or proceedings when the prescribed time for each of these activities has expired. *Topics:* Applications for extension of time prescribed in the Board's regulations. *Storage Media:* Paper copy, microfiche. *Retrievability:* Files arranged by case file.

SRB/OSR-115

Approval of Grievances Form

Description: Approvals for employers' grievance forms to be made available to their employees. *Topics:* Approval of an employer's grievance presentation form. *Storage Media:* Paper copy, microfiche. *Retrievability:* Files arranged by case file.

SRB/OSR-120

Applications to Determine a New Occupational Group

Description: Applications to determine an occupational category of employees other than those identified in Section 2 of the Act. *Topics:* Applications to determine a new occupational category. *Storage Media:* Paper copy, microfiche. *Retrievability:* Files arranged by case file.

SRB/OSR-125

Questions of Law or Jurisdiction

Description: Rulings on questions of law or jurisdiction arising in connection with a matter that has been referred to the arbitration tribunal or adjudicator. *Note:* Section 23 of the Act has been repealed effective October 1, 1975 and this file series is now closed. *Topics:* Determination of questions of law or jurisdiction concerning a matter referred for arbitration or referred to adjudication. *Storage Media:* Paper copy, microfiche. *Retrievability:* Files arranged by case file.

SRB/OMD-130

Requests for a Conciliator

Description: Written requests by employers or bargaining agents, during the collective bargaining process, for conciliators when the parties are unable to reach agreement on a term or condition of employment which may be embodied in a collective agreement. *Topics:* Terms or conditions of employment under negotiation for a collective agreement; designation of employees under the safety or security provisions of the Act; proposed managerial or confidential exclusions; complaints of certain unfair practices. *Storage Medium:* Paper copy. *Retrievability:* Files arranged by case file.

SRB/OMD-135

Appointment of a Mediator

Description: Information on the appointment by the chairman of a mediator to attempt to resolve differences between the employer and a bargaining agent. *Topics:* Terms or conditions of employment under negotiation for a collective agreement; designation of employees under the safety or security provisions of the Act; proposed managerial or confidential exclusions; and complaints of certain unfair practices. *Storage Medium:* Paper copy. *Retrievability:* Files arranged by case file.

SRB/OMD-140

Requests for the Establishment of a Conciliation Board

Description: Information on the establishment of a conciliation board for the investigation and conciliation of disputes, where the bargaining agent for the bargaining unit concerned has specified referral to a conciliation board as the method for resolving negotiation impasses, and the parties have bargained in good faith with a view to concluding a collective agreement, but have been unable to reach an agreement on any term or condition of employment for employees in the relevant bargaining unit, at the request of either party, by notice in writing to the Chairman. *Topics:* Requests for establishment of conciliation boards; terms or conditions of employment under negotiation for a collective agreement. *Storage Medium:* Paper copy. *Retrievability:* Files arranged by case file.

PUBLIC SERVICE STAFF RELATIONS BOARD

SRB/ADM-901
Administration (New)
Description: See Standard Classes of Records.

SRB/ADM-902
Acts and Legislation (New)
Description: See Standard Classes of Records.

SRB/ADM-903
Administrative and Management Services (New)
Description: See Standard Classes of Records.

SRB/ADM-905
Buildings and Properties (New)
Description: See Standard Classes of Records.

SRB/ADM-907
Lands (New)
Description: See Standard Classes of Records.

SRB/ADM-908
Utilities (New)
Description: See Standard Classes of Records.

SRB/ADM-909
Equipment and Supplies (New)
Description: See Standard Classes of Records.

SRB/ADM-910
Furniture and Furnishings (New)
Description: See Standard Classes of Records.

SRB/ADM-911
Office Appliances (New)
Description: See Standard Classes of Records.

SRB/ADM-912
Procurement (New)
Description: See Standard Classes of Records.

SRB/ADM-913
Vehicles (New)
Description: See Standard Classes of Records.

SRB/ADM-914
Finance (New)
Description: See Standard Classes of Records.

SRB/ADM-915
Accounts and Accounting (New)
Description: See Standard Classes of Records.

SRB/ADM-916
Audits (New)
Description: See Standard Classes of Records.

SRB/ADM-917
Budgets (New)
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SRB/ADM-918
Personnel (New)
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SRB/ADM-919
Classification of Positions (New)
Description: See Standard Classes of Records.

SRB/ADM-920
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SRB/ADM-923
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SRB/ADM-924
Pensions and Insurance (New)
Description: See Standard Classes of Records.

SRB/ADM-925
Salaries and Wages (New)
Description: See Standard Classes of Records.

SRB/ADM-926
Staff Relations (New)
Description: See Standard Classes of Records.

SRB/ADM-927
Training and Development (New)
Description: See Standard Classes of Records.

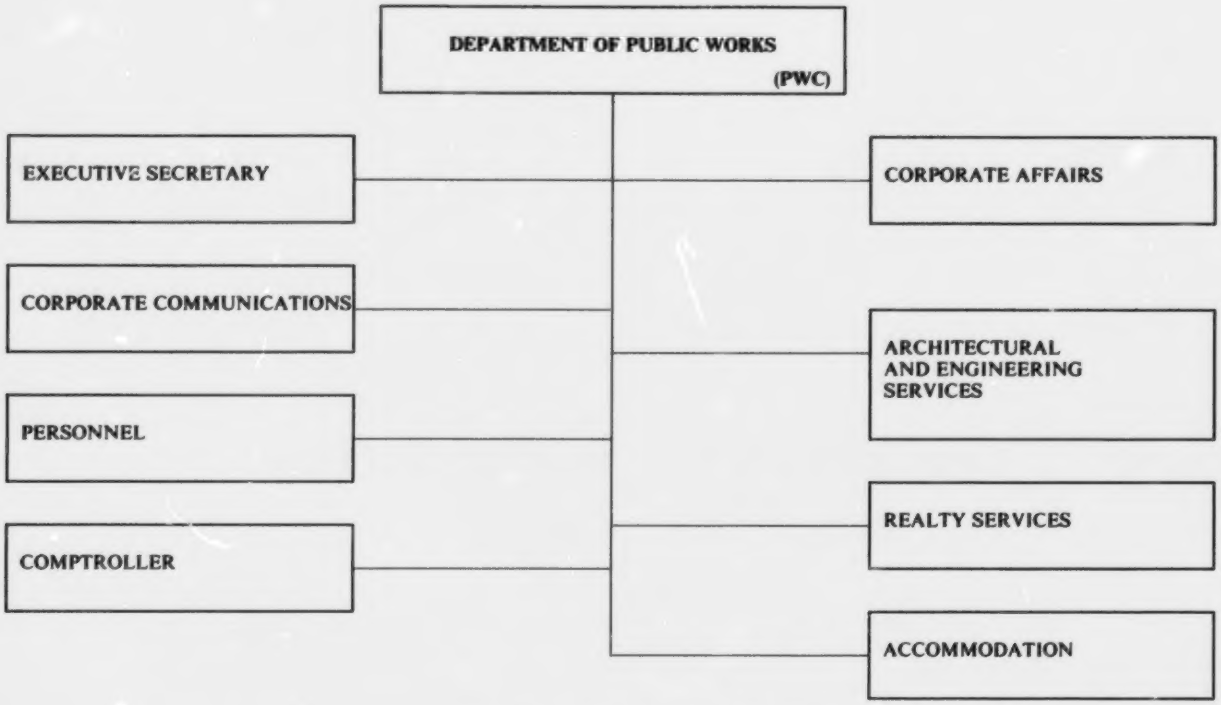
Deleted Classes of Records

SRB/LGS-145 Cases Referred to the Federal Court of Appeal

DEPARTMENT OF PUBLIC WORKS

Chapter 82

DEPARTMENT OF PUBLIC WORKS


DEPARTMENT OF PUBLIC WORKS
(PWC)
EXECUTIVE SECRETARY
CORPORATE COMMUNICATIONS
PERSONNEL
COMPTROLLER
CORPORATE AFFAIRS
ARCHITECTURAL AND ENGINEERING SERVICES
REALTY SERVICES
ACCOMMODATION

CENTRALIZED CLASSES OF RECORDS

005 General Operations
010 Emergency Preparedness
015 Fine Art
020 Specifications
025 Design and Construction
030 Project Files
035 Fire Commissioner of Canada
040 Accommodation
045 Buildings and Lands
050 Property Development
055 Energy Conservation
060 Property Inventories
065 Maintenance and Repairs
070 Safety
075 Physical Security
080 Signs and Plaques
085 Surplus Properties
090 Municipal Grants

ACCESS TO INFORMATION
CO-ORDINATOR
PUBLIC WORKS CANADA
SIR CHARLES TUPPER BUILDING
RIVERSIDE DRIVE
OTTAWA, ONTARIO
KIA 0M2

DEPARTMENT OF PUBLIC WORKS

Background

The Department of Public Works (Public Works Canada) was established in 1867 by an Act respecting the public works of Canada (SC 1867-68 c.12). Before that time, public works were carried on in the Province of Canada by the Commissioner of Public Works who controlled canals, works in navigable waters, harbours, lighthouses, beacons and buoys, slides and booms, roads and bridges, public buildings, and provincial vessels.

Laws and Regulations

Public Works Canada administers the following statutes, in whole or in part:

- Bridges Act, RSC 1970, c.B-10 (See also Table of Public Statutes, except Fort Falls Bridge Authority)
- Dry Docks Subsidies Act, RSC 1970, c.D-9
- Expropriation Act, RSC 1970, c.16 (1st supp.)
- Government Harbours and Piers Act, RSC 1970, c.G.-9 (s.5)
- Government Property Traffic Act, RSC 1970, c.G.-10
- Government Works Tolls Act, RSC 1970, c.G-13
- Kingsmere Park Act, RSC 1952, c.161
- Laurier House Act, RSC 1952, c.163
- Official Residences Act, RSC 1970, c.P-20 (2nd supp.) — an Act to amend the Prime Minister's Residence Act
- Ottawa River Act, RSC 1870, c.24
- Public Works Act, RSC 1970, c.P-38, amended in 1977, c.28
- Surplus Crown Assets Act, RSC 260, s.l, c.S-20
- Trans-Canada Highway Act, RSC 1970, c.T-12
- Municipal Grants Act, RSC 1970, c.182, 5.1
- Municipal Grants Act, RSC 1980

Overall Responsibilities

Public Works Canada is responsible for the management of real property for the Government of Canada and the provision of design, construction and realty services to government institutions, departments and agencies, while contributing to the government's wider social, economic and environmental objectives, relative to real property. Real property includes land, buildings, highways, bridges and marine works.

Program Structure

The Department's activities have been structured into five programs. These are as follows:

The Services Program fulfills the common service role to provide a wide range of professional and technical services in the fields of architecture, engineering and realty required by the government and includes the management and administrative services required by the department.

The Accommodation Program fulfills the common service role to provide the full range of office and other forms of accommodation required to support the operations of government.

The Government Realty Assets Support Program provides a central capability for the government to achieve wider social, economic and environmental objectives related to real property.

The Marine Transportation and Related Engineering Works Program provides specific marine works and related infrastructure to facilitate marine transportation and related economic and social development goals.

The Land Transportation and Other Engineering Works Program provides highways, bridges and other engineering works to facilitate land transportation and related economic and social development goals.

Organization

Public Works Canada is a highly decentralized department, delivering service to other federal government departments from six regional offices. There are also several district offices located in each region, which provide local service to the Department's clients and the public. The regional offices are located in Halifax (Atlantic Region); Montréal (Québec Region); Ottawa (National Capital Region); Toronto (Ontario Region); Edmonton (Western Region); and Vancouver (Pacific Region). They carry out the Department's program delivery responsibilities and services in the areas of planning, property administration, real estate services, contract policy and administration, design and construction, and finance and administration.

Key Contacts

Enquiries

Telephone: (613) 998-9560

Public Relations and Information Services

Telephone: (613) 998-9560

Information Research and Library Services

Telephone: (613) 998-8350

Access to Information Co-ordinator

Telephone: (613) 998-4270

General Information

Corporate Communications

Traditionally, Public Works Canada has provided information directly to the public through its Corporate Communications Directorate. Requests for information usually reach the Department in the form of telephone, personal or written enquiries.

Telephone enquiries are handled by the recipient of the call or referred to a qualified official. Managers are held responsible for the quality and accuracy of information released. Telephone enquiries are generally quick, definite questions on precise topical problems which can be answered within the scope of a conversation. Complex or highly technical questions are referred for reply to specialists within the Department. Should an enquiry require considerable research, the information will be forwarded when available, usually by mail.

Persons wishing to conduct their own research are usually referred to the Corporate Communications Directorate which ensures the required information is available and arranges contacts within the Department.

Information Research and Library Services

The public is invited to use the library for research during normal business hours. If the requested information is not available in the Public Works Canada collection, the user will be directed to other sources of information accessible to the Department.

Written enquiries of a general nature are routed through the Corporate Communications Directorate which may forward them to appropriate departmental officials for reply. Specific enquiries are routed directly to appropriate officials. If lengthy delays are foreseen in responding, the correspondent is notified by an interim reply. The final response is made as soon as the requisite information becomes available.

DEPARTMENT OF PUBLIC WORKS

The existing system of informal access has been in use for several years and has proven efficient and capable of handling all enquiries. The public is encouraged to contact Public Works Canada for information within the Department's sphere of responsibility through headquarters, or the regional and district offices listed below.

Headquarters

Public Works Canada
Corporate Communications Directorate
Sir Charles Tupper Building
Riverside Drive
Ottawa, Ontario
K1A 0M2
Telephone: (613) 998-9560

Pacific Region

Public Works Canada
Information Services Officer
1166 Alberni Street
Vancouver, British Columbia
V6E 3W5
Telephone: (604) 666-1295

Western Region

Public Works Canada
Information Services Officer
9925-109th Street
Edmonton, Alberta
T5K 2J8
Telephone: (403) 425-3176

Public Works Canada
Finance and Administration Officer
Room 201, Federal Building
269 Main Street
Winnipeg, Manitoba
R3C 1B2
Telephone: (204) 949-2388

Public Works Canada
Finance and Administration Officer
2221 Hanselman Court
P.O. Box 1208
Saskatoon, Saskatchewan
S7K 3NS
Telephone: (306) 975-4820

Ontario Region

Public Works Canada
Information Services Officer
4900 Yonge Street
Willowdale, Ontario
M2N 6A6
Telephone: (416) 224-4361

Public Works Canada
Senior Departmental Representative
457 Richmond Street
P.O. Box 668
London, Ontario
N6A 4Y4
Telephone: (519) 679-4288

Public Works Canada
Senior Departmental Representative
369 Queen Street East
1st Floor
Sault Ste. Marie, Ontario
P6A 1Z4
Telephone: (705) 949-1511

Public Works Canada
Senior Departmental Representative
540 West Arthur Street
Thunder Bay, Ontario
P7E 5R7
Telephone: (807) 577-6444

National Capital Region

Street address
Public Works Canada
Information Services Officer
Place du Portage, Phase IV
140 Promenade du Portage
(Hull, Quebec)

Mailing address
Public Works Canada
Information Services Officer
Ottawa, Ontario
K1A 0M3
Telephone: (819) 997-7511

Québec Region

Public Works Canada
Information Services Officer
200 Dorchester Blvd. West
Montréal, Québec
H2Z 1X4
Telephone: (514) 283-2736

Public Works Canada
Senior Departmental Representative
Champlain Harbour Station
901 Du Cap Diamant Street
Québec City, Québec
G1K 4K1
Telephone: (418) 648-3815

Public Works Canada
Departmental Representative
P.O. Box 260
180 Cathédrale Street
Rimouski, Québec
G5L 7C1
Telephone: (418) 722-3022

Atlantic Region

Public Works Canada
Information Services Officer
P.O. Box 2247
1505 Barrington Street
Halifax, Nova Scotia
B3J 3C9
Telephone: (902) 426-2687

Public Works Canada
Manager, Administrative Services
189 Prince William Street
P.O. Box 7350, Postal Station A
Saint John, New Brunswick
E2L 4J4
Telephone: (506)648-4521

Public Works Canada
Manager, Administrative Services
P.O. Box 4600
Building 301, Pleasantville
St. John's, Newfoundland
A1C 5T2
Telephone: (709)772-4946

Public Works Canada
Manager, Administrative Services

P.O. Box 1268
Dominion Building, 2nd Floor
Charlottetown, Prince Edward Island
C1A 7M8
Telephone: (902) 566-7501

Public Works Canada
Manager, Administrative Services
P.O. Box 520, Station A
Goose Bay, Labrador
A0P 1S0
Telephone: (709) 896-5312

Publications

In co-operation with the departmental library, the Manuals and Directives Unit maintains an index of all manuals published by the department. A full set of up-to-date manuals is maintained and available in departmental Reading Rooms.

- E.I.S. — Directives
- E.I.S. — Appointments and Announcements
- Organization
- Design and Construction
- Departmental Planning and Co-ordination
- Property Administration
- Financial Management
- Departmental Index of Authorities
- Personnel Management
- Corporate Communications
- Real Estate Services
- Administration
- Materiel and Facilities Management
- Environmental Safety
- Impac/Revenue Dependency
- Contract Policy and Administration
- Dominion Fire Commissioner
- Information Management
- Project Delivery System
- Emergency Preparedness
- Affirmative Action
- Canada Post Corporation

Some articles may be published as interim articles to deal with temporary or unique situations, or for the purpose of testing procedures, or where urgency is a factor. In all cases, it will be the originator's responsibility to ensure that these interim documents, when appropriate, are integrated into the manuals system as quickly as possible.

Access Procedures

Formal access to information under the *Access to Information Act* should be directed to the following Public Works Canada locations

Headquarters

Public Works Canada
Access to Information Co-ordinator
Sir Charles Tupper Building
Riverside Drive
Ottawa, Ontario
K1A 0M2
Telephone: (613) 998-4270

Atlantic Region

Public Works Canada
Regional Chief of Administration
P.O. Box 2247
1505 Barrington Street
Halifax, Nova Scotia
B3J 3C0
Telephone: (902) 426-7893

Québec Region

Public Works Canada
Regional Chief of Administration
200 Dorchester Blvd. West
Montréal, Québec
H2Z 1X4
Telephone: (514) 283-7651

National Capital Region

Street address
Public Works Canada
Chief of Corporate Communications
Place du Portage, Phase IV
140 Promenade du Portage
(Hull, Québec)

Mailing address
Public Works Canada
Chief of Corporate Communications
Ottawa, Ontario
K1A 0M3
Telephone: (819) 997-7511

Ontario Region

Public Works Canada
Chief of Administration
4900 Yonge Street
Willowdale, Ontario
M2N 6A6
Telephone: (416) 224-4225

Western Region

Public Works Canada
Chief of Administration
9925-109th Street
Edmonton, Alberta
T5K 2J8
Telephone: (403) 420-3206

Pacific Region

Public Works Canada
Chief of Administration
1166 Alberni Street
Vancouver, British Columbia
V6E 3W5
Telephone: (604) 666-2229

Reading Rooms are available at these locations during normal business hours.

ARCHITECTURAL AND ENGINEERING SERVICES

Professional Resources

This organization provides professional architectural and engineering services to clients including managers of the Services Program, the Accommodation Program, and client departments. These services include, among others, specialized engineering services, architectural design, cost planning, scheduling, coastal and harbour engineering, dredging, bridge design, building performance analysis, barrier free design and other industry support programs.

Consultant Services

This organization is responsible for the selection processes and approvals relating to professional services purchased from the private sector in architectural, engineering and related disciplines. This responsibility includes the development of new contracts and the operation and management of the Department's Consultants Inventory.

Business Planning and Systems

The Business Planning and Systems organization is resposible for the provision of planning expertise and administrative support for the Architectural and Engineering Services (A&ES) Branch. This responsiblity includes the development and implementation of policies, standards and procedures for A&ES business planning and information systems.

Marine

This division is responsible for all aspects of marine construction, design, planning and engineering as required of Public Works Canada. It is also responsible for the development and co-ordination of the marine works programs funded by this and other government departments.

Transportation

This division is responsible for all activities of a national scale relating to transportation works, such as transportation structures (bridges) and highways, under the jurisdiction of Public Works Canada. It is also responsible for the planning and implementation of technical and administrative policies, standards and guidelines relating to the field of transportation as it pertains to the Department.

REALTY SERVICES

Real Estate Services

This organization consists of three main divisions: Acquisition, Leasing and Disposal Services which is responsible for the provision of these services as they relate to real property in the government; Municipal Grants Services which is responsible for the payments of grants in lieu of real property taxes; and Property Development and Legal Land Surveys Services which is responsible for the identification of development opportunities through "highest and best use" and market analysis, the application of Federal Land Management principles (FLM), the preparation of Area Screening Canada reports, the maintenance of the Central Real Property Inventory and the provision of legal land surveys.

Property Management Services

This organization is responsible for the provision and marketing of a full range of property management services on a national basis, such as building operations, tenant services, signage, barrier free access, physical security, facilities inventory systems and the implementation of fire safety procedures. It is also responsible for developing and monitoring policies related to real property management and for the development and implementation of agreements for the management of federal and other real property.

Facilities Maintenance Services

This organization is responsible for the establishment and monitoring of policies, guidelines and standards for building operations and maintenance services of Public Works facilities. These services include electrical, mechanical, energy conservation, architectural, commissioning and general building maintenance such as cleaning services.

ACCOMMODATION

This organization, through seven directorates, is responsible for the management of four of the Department's five programs, the exception being the Services Program. These four programs include: the Accommodation Program, fulfilling the common service role of providing accommodation required to support the operations of government; the Government Realty Assets Support Program providing a capability for the government to achieve wider social, economic and environmental objectives related to real property; and the Marine Transportion and Related Engineering Works Program, and the Land Transportation and Other Engineering Works Program, both designed to provide specific engineering works and related infrastructures and support wider government objectives related to those works. The functions supporting program management include planning, organizing, resourcing, directing and controlling among others. These activities are carried out through the regional directors general at the regional level.

COMPTROLLER

Contract Policy and Administration

The directorate is responsible for the development, recommendation and implementation of policies, guidelines, procedures and documentation as they relate to the management and administration of all types of Public Works contracts.

Financial Services

This organization dircts departmental financial planning, prepares multi-year operational plans and estimates, negotiates resources with the Treasury Board of Canada, allocates resources, provides budgetary control and financial analysis.

Corporate Finance

This division processes, records and reports on the Department's financial transactions and accounting activities; develops, co-ordinates, monitors and evaluates departmental management accounting systems and structures, including a full cost disclosure system, in compliance with central agency and departmental policy or directives; supports all Public Works travel and relocation programs and (in conjunction with personnel) the pay administration system; produces public accounts year-end submissions; and ensures accountability for non-budget fiscal accounts. The Treasury function controls and reports on cash management. The division provides related policy advice and feasibility assessments for departmental, interdepartmental and central agency committees.

Informatics Services

Informatics Services is responsible for provision of a full range of electronic data processing (EDP) and computer systems services to support all activities systems serving common national requirements, the management of departmental databases and central planning and control of all EDP in the Department. The directorate also provides technical computing services in support of the Department's professional and technical program and management science services to support departmental planners, analysts and managers.

Administrative Policy and Services

This organization is responsible for the provision of all administrative support policies and services such as materiel and facilities management, information research and library services, word processing, records management, forms, manuals and directives control, parliamentary returns, executive correspondence control, security, safety, in-house energy conservation program and suggestion award program.

Management Improvement

This organization leads and co-ordinates departmental activities related to the Department's Management Improvement Plans (M.I.P.); the introduction of charging other government departments for Public Works accommodation plus professional and technical services; and the conversion of Public Works to operating in a revenue-dependent mode of management. The project team issues statements of principles and goals, calls for annual departmental work plans by functions and regions, directs and co-ordinates activities in support of the M.I.P.

CORPORATE AFFAIRS

Corporate Affairs is responsible for corporate policy development and analysis, program and project evaluations, corporate projects, and review and assessment of submissions to central agencies. There is a particular responsibility for advising the Minister and Deputy Minister on corporate policy matters of concern to the Department as a whole. The Director General, Corporate Affairs serves as senior liaison officer on matters of interest to Cabinet.

PERSONNEL

This organization provides national policy and services in the areas of staffing, classification, career planning, training and development, human resources planning, employee assistance and other areas concerning personnel. It maintains several automated national information systems relative to personnel management.

CORPORATE COMMUNICATIONS

This organization is responsible to the Deputy Minister for developing, implementing, maintaining and evaluating communications programs and mechanisms addressed to Public Works clients, public and internal users; receiving feedback on communications activities; maintaining effective communications with the media; maintaining liaison with public affairs and information services divisions in other government departments; and for advising on the implementation of the federal identity program.

EXECUTIVE SECRETARY

The Executive Secretary is accountable for the provision of secretariat services for the Department, the Senior Executive Committee and other senior committees; for the development of policies, standards, guidelines and procedures in support of these services; for the provision of executive support to the office of the Deputy Minister and the Minister; and for some liaison with central agencies.

Classes of Records

The following are the centralized classes of records maintained by Public Works Canada.

PWC/PWC-005
General Operations
Description: Information on operational activities. *Topics:* Ceremonies and celebrations; contract administration; flags and flag poles; professional and technical services charging; client profiles; demand forecast system; post-occupancy evaluation; project delivery system; and project management. *Storage Medium:* EDP systems.

PWC/PWC-010
Emergency Preparedness
Description: Information on emergency preparedness activities in peacetime and war. *Topics:* Accommodation control; emergency government facilities; engineering and construction resources; exercises; increased readiness procedures; international liaison; peacetime emergencies; blast shelters; national shelter program; blast and vulnerability reduction studies; provincial and community shelter plans; surveys. *Storage Media:* EDP systems, plans, photographs, maps, graphics, films, tapes and microfiche.

PWC/PWC-015
Fine Art
Description: Information on the Fine Art program. *Topics:* Artists; paintings and portraits; rugs; tapestries and murals; sculptures and monuments. *Storage Medium:* Photographs.

PWC/PWC-020
Specifications
Description: Specifications and Canadian government master specifications. *Topics:* Specifications — architectural, structural, landscaping, food services, conveyor systems, mechanical, electrical and civil. *Storage Medium:* Microfiche.

PWC/PWC-025
Design and Construction
Description: Construction programs. *Topics:* Construction and quality assurance; consultants project control; consultants; cost planning and estimating; environmental analysis; landscaping and site development standards; project control systems; reports and unsolicited proposals; questionnaires; electrical, mechanical, marine and civil engineering. *Storage Media:* EDP systems, slides and film, brochures, microfilm, photographs.

PWC/PWC-030
Project Files
Description: Information on projects undertaken such as renovations, alterations, minor works and repairs to buildings, civil and marine structures, as well as such work as dredging, landscaping and paving. *Topics:* Planning and design; consultants; tendering and contract award; construction payments; claims; change orders; meetings; project scheduling; reports; shop drawings; testing; fine art (see also PWC/PWC-015); materials and equipment. *Storage Media:* Machine-readable records, microfilm, microfiche, maps, plans, photographs and specifications.

PWC/PWC-035
Fire Commissioner of Canada
Description: Information on the responsibility of the Fire Commissioner of Canada for fire safety in and around government of Canada property. *Topics:* Fire protection; fire emergency organization; fire orders and drills; inspections; promotion and development of fire safety; fire loss reports; false alarms; fire safety and equipment standards. *Storage Media:* Machine-readable records, microfiche, films, slides, plans, specifications.

PWC/PWC-040
Accommodation
Description: Information on the provision of accommodation and related services to government departments and agencies. *Topics:* Assignment and use of space; eating facilities; guidelines and

standards; parking studies and surveys; charging; housing; lettings; space management and planning. *Storage Media:* Machine-readable records, maps.

PWC/PWC-045
Buildings and Lands
Description: Information on the provision of real estate services to government departments and agencies. *Topics:* Acquisition; appraisals; deeds and title documents; expropriations; easements; heritage properties; title claims; marine; Harbour Commission properties; breakwaters; wharves; offers of sites and buildings; sale of lands; grants on properties; transfer and zoning of land. *Storage Media:* Machine-readable records, microfiche, drawings, plans, maps.

PWC/PWC-050
Property Development
Description: Information on federal land management. *Topics:* Development; area screening studies; comprehensive development framework studies; exclusive non-federal use projects; land-use analysis and optimization studies. *Storage Media:* Maps, plans, photographs.

PWC/PWC-055
Energy Conservation
Description: Information on Public Works' energy conservation program. *Topics:* Guidelines and standards; information exchange and co-operation; studies; building energy systems analysis; district heating and cooling; solid waste management; solar energy programs; geothermal energy and thermography. *Storage Media:* Machine-readable records, photographs, cartographic and microfilm videotapes, disc storage.

PWC/PWC-060
Property Inventories
Description: Inventories of properties owned or leased by the federal government and its agencies. *Topics:* Inventories; central real property inventory; Public Works Canada real property inventory. *Storage Media:* EDP systems, microfilm records, maps, survey plans, photographs, prints, film.

PWC/PWC-065
Maintenance and Repairs
Description: Information on the operation, maintenance and general upkeep of buildings owned and leased by the Crown. *Topics:* Cleaning and caretakers' supplies; elevators; eating facilities; garbage disposal; grounds; historical monuments; housing; linen contracts; look boxes; moving; tropical plants; open office landscaping; painting; parking; pest control; property management agreements; redecorating; roofs; studies and surveys; utilities; inspections. *Storage Media:* EDP systems, maps, plans, photographs.

PWC/PWC-070
Safety
Description: Information on safety in federally controlled structures. *Topics:* Environmental safety; fire prevention and protection; standards. *Storage Medium:* EDP systems.

PWC/PWC-075
Physical Security
Description: Information on physical security in federally controlled structures. Building security; illegal occupation of government buildings.

PWC/PWC-080
Signs and Plaques
Description: Information on the federal identity program and the design and development of standard signage. *Topics:* Identification of buildings; national signage program and its implementation.

PWC/PWC-085
Surplus Properties
Description: Information on the disposition of properties or structures surplus to the needs of government departments and agencies. *Topics:* Notice of excess Crown property; demolition; disposal; surplus properties and enquiries for real property. *Storage Media:* EDP systems and microfilm records.

PWC/PWC-090
Municipal Grants
Description: Information on grants to municipal, school, provincial and territorial taxing authorities in lieu of real property tax for a taxation year and in lieu of frontage or area tax in respect of federal property situated within the area in which the taxing authority has power to levy and collect real property tax or the frontage or area tax. *Storage Media:* Maps, sketches, plans and photographs, machine-readable records. *Special Access Note:* Files are arranged by province and territory, from east to west with their taxing authorities in alphabetical order.

DEPARTMENT OF REGIONAL INDUSTRIAL EXPANSION

Chapter 83

DEPARTMENT OF REGIONAL INDUSTRIAL EXPANSION

DEPARTMENT OF REGIONAL INDUSTRIAL EXPANSION (RIE)

CONSUMER GOODS, SERVICES AND RESOURCE PROCESSING

MARKET DEVELOPMENT BRANCH (JMD)

005 Market Development

POLICY, PLANNING AND ANALYSIS BRANCH (PPA)

010 Programs ITC/DREE
015 Programs DRIE
020 Policy, Planning and Analysis — General
025 Policy Development

OFFICE OF INDUSTRIAL ADJUSTMENT (OIA)

030 Programs ITC/DREE
035 Programs DRIE
040 Office of Industrial Adjustment — General
045 Clothing Industry
050 Footwear Industry
055 Fur Industry
060 Textile Industry
065 Policy Development

RESOURCE PROCESSING INDUSTRIES BRANCH (RPI)

070 Resource Processing Industries

FOOD AND CONSUMER PRODUCTS INDUSTRIES BRANCH (FCP)

075 Food and Consumer Products Industries

SERVICE INDUSTRIES BRANCH (SEI)

380 Programs ITC/DREE
385 Programs DRIE
390 Service Industries — General
395 Construction Industry Development Council
400 Market Development
405 Industrial and Regional Development, Manufacturing, Processing and Resource Industries

DEPARTMENT OF REGIONAL INDUSTRIAL EXPANSION

CAPITAL AND INDUSTRIAL GOODS

OFFICE OF INDUSTRIAL AND REGIONAL BENEFITS (IRB)

085 Office of Industrial and Regional Benefits — General
090 Industrial Benefits — General
095 Programs DRIE
525 Emergency Planning — General

POLICY, PLANNING AND CONTROL BRANCH (PPC)

105 Policy, Planning and Control — General
110 Programs ITC/DREE
115 Programs DRIE

AUTOMOTIVE, MARINE AND RAIL (AMR)

410 Automotive, Marine and Rail — General
415 Industries
420 Marketing
425 Planning and Analysis
430 Programs ITC/DREE
435 Programs DRIE

MACHINERY AND ELECTRICAL EQUIPMENT BRANCH (MEE)

125 Machinery and Electrical Equipment

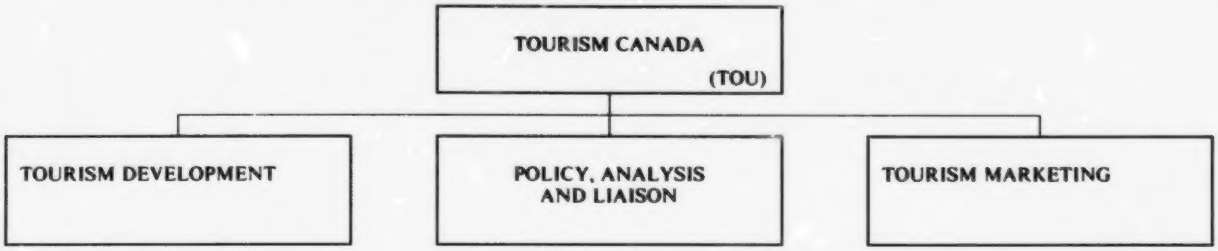
ELECTRONICS AND AEROSPACE (ELA)

130 Electronics and Aerospace

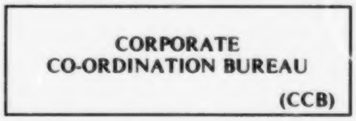
OFFICE OF INDUSTRIAL INNOVATION (OII)

140 Office of Industrial Innovation — General
145 Technology Assessment
150 Programs ITC/DREE
155 Programs DRIE

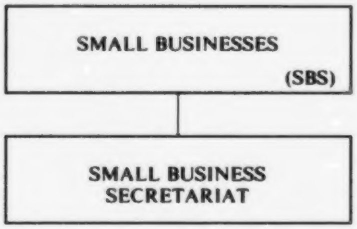
DEPARTMENT OF REGIONAL INDUSTRIAL EXPANSION


TOURISM CANADA
(TOU)
TOURISM DEVELOPMENT
POLICY, ANALYSIS AND LIAISON
TOURISM MARKETING

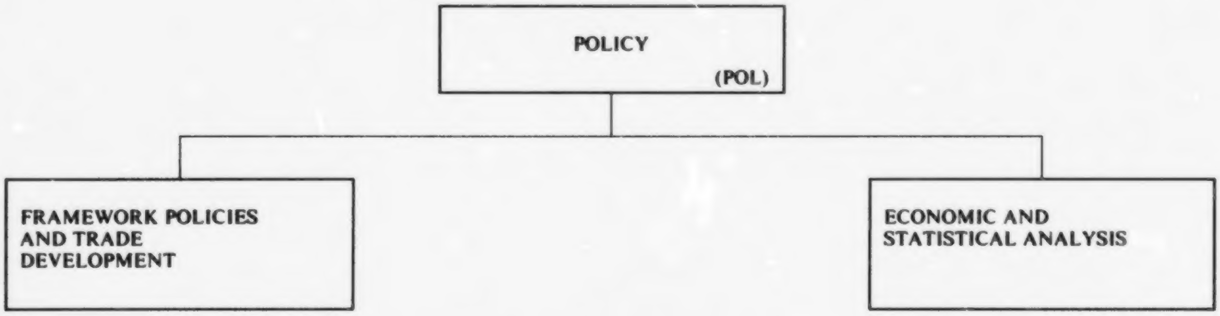
170 Tourism Canada


CORPORATE CO-ORDINATION BUREAU
(CCB)

205 Corporate Co-ordination Bureau

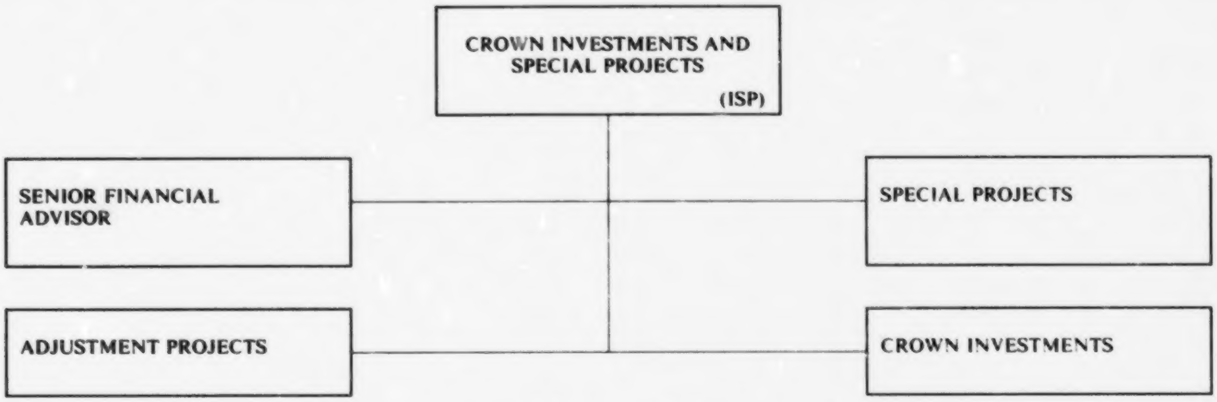

SMALL BUSINESSES
(SBS)
SMALL BUSINESS SECRETARIAT

490 Small Business Secretariat

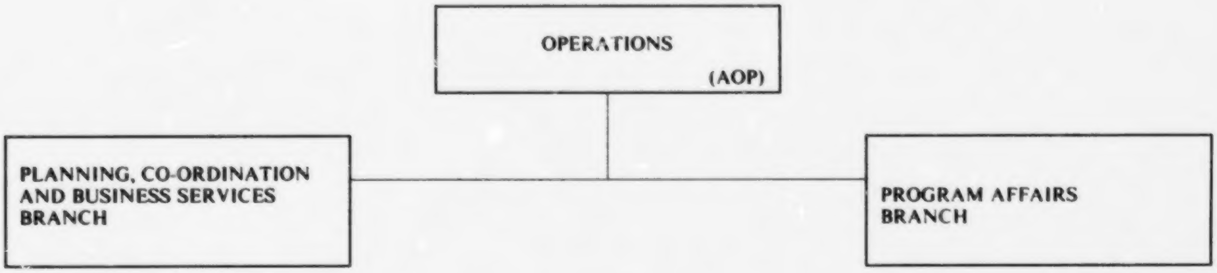

POLICY
(POL)
FRAMEWORK POLICIES AND TRADE DEVELOPMENT
ECONOMIC AND STATISTICAL ANALYSIS

210 Policy — General
215 Relations with Business and Labour
220 Framework Policies
225 Short-Term Economic Analysis
230 Statistical and Database Services
235 Strategic Planning and Regional Policy
240 Structural Analysis
245 Trade Policy
250 Trade Development
255 Programs ITC/DREE
260 Programs DRIE

DEPARTMENT OF REGIONAL INDUSTRIAL EXPANSION

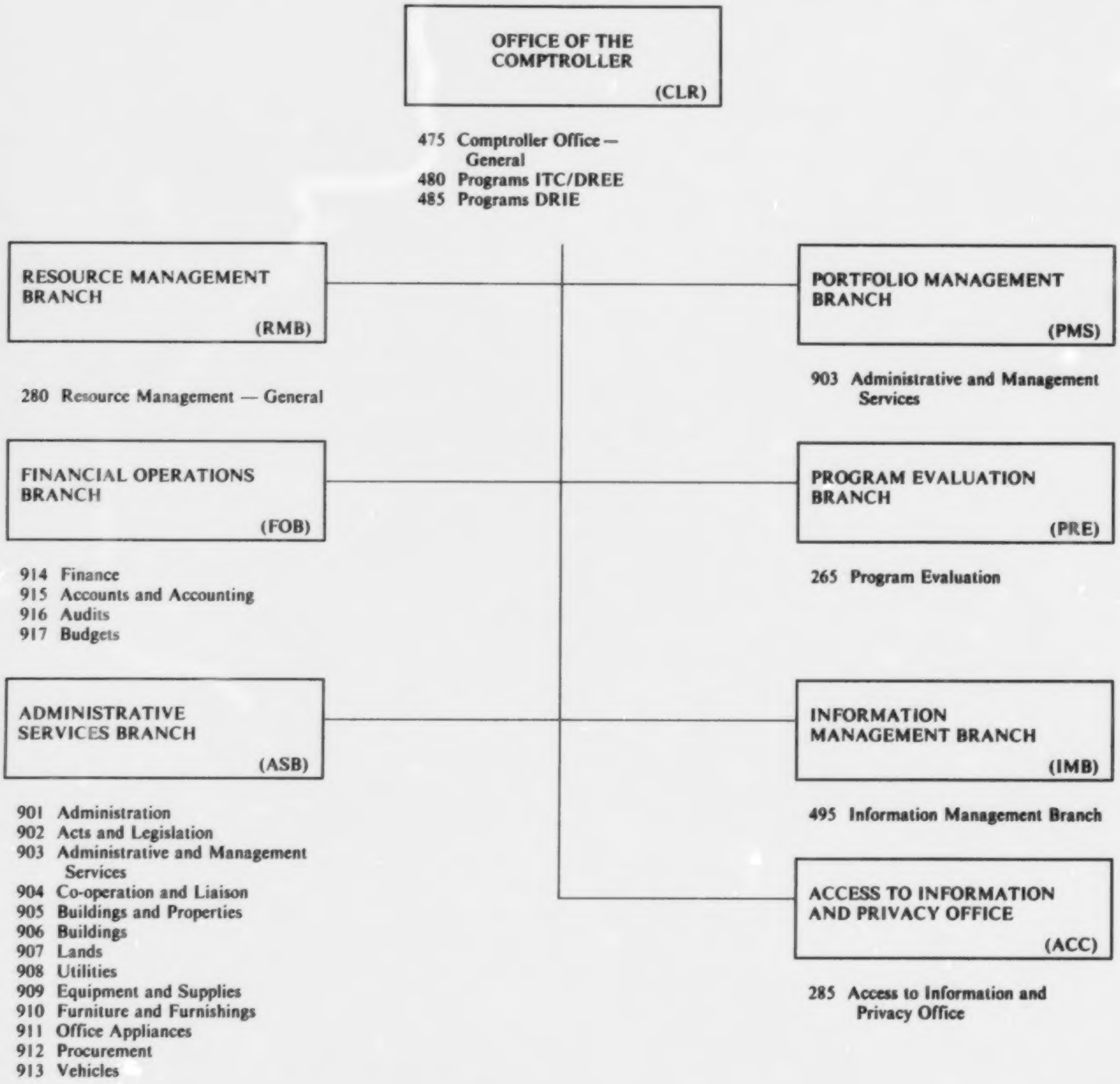

CROWN INVESTMENTS AND SPECIAL PROJECTS
(ISP)
SENIOR FINANCIAL ADVISOR
SPECIAL PROJECTS
ADJUSTMENT PROJECTS
CROWN INVESTMENTS

175 Small Business and Special Projects
180 Regional and Industrial Projects and Crown Investments — General
185 Crown Corporations and Investments
190 Major Projects
200 Program Development and Operations


OPERATIONS
(AOP)
PLANNING, CO-ORDINATION AND BUSINESS SERVICES BRANCH
PROGRAM AFFAIRS BRANCH

460 Operations — General
465 Programs ITC/DREE
470 Programs DRIE

DEPARTMENT OF REGIONAL INDUSTRIAL EXPANSION



OFFICE OF THE COMPTROLLER (CLR)

475 Comptroller Office — General
480 Programs ITC/DREE
485 Programs DRIE

RESOURCE MANAGEMENT BRANCH (RMB)

280 Resource Management — General

FINANCIAL OPERATIONS BRANCH (FOB)

914 Finance
915 Accounts and Accounting
916 Audits
917 Budgets

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901 Administration
902 Acts and Legislation
903 Administrative and Management Services
904 Co-operation and Liaison
905 Buildings and Properties
906 Buildings
907 Lands
908 Utilities
909 Equipment and Supplies
910 Furniture and Furnishings
911 Office Appliances
912 Procurement
913 Vehicles

PORTFOLIO MANAGEMENT BRANCH (PMS)

903 Administrative and Management Services

PROGRAM EVALUATION BRANCH (PRE)

265 Program Evaluation

INFORMATION MANAGEMENT BRANCH (IMB)

495 Information Management Branch

ACCESS TO INFORMATION AND PRIVACY OFFICE (ACC)

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COMMUNICATIONS BRANCH (COM)

440 Communications Branch — General
445 Audio-visual and Book Publications
450 Public Affairs and Media Relations
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290 Canadian Industrial Renewal Board

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305 Office for Regional Development — General
310 Policy and Expenditure Management System
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918 Personnel
919 Classification of Positions
920 Employment and Staffing
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922 Occupational Health, Safety and Welfare
923 Official Languages
924 Pensions and Insurance
925 Salaries and Wages
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300 Internal Audit — General

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325 Native Economic Development Program — General

DEPARTMENT OF REGIONAL INDUSTRIAL EXPANSION

FEDERAL ECONOMIC DEVELOPMENT CO-ORDINATOR'S OFFICE

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320 Federal Economic Development Co-ordinators

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330 DRIE — General
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ACCESS TO INFORMATION AND
PRIVACY OFFICE
OFFICE OF THE COMPTROLLER
DEPARTMENT OF REGIONAL
INDUSTRIAL EXPANSION
3rd FLOOR
235 QUEEN STREET
OTTAWA, ONTARIO
K8A 0H5

DEPARTMENT OF REGIONAL INDUSTRIAL EXPANSION

Background

The Department of Regional Industrial Expansion (DRIE) was created in December, 1983, through the amalgamation of elements of the former Departments of Industry, Trade and Commerce and Regional Economic Expansion. DRIE was established to address the government's key priority of economic renewal, and was given the mandate of increasing the economic prosperity of Canadians in all provinces and stimulating regional industrial expansion. When the Ministry of State for Economic and Regional Development was disbanded in July, 1984, the Regional and Project Co-ordination Branch and the Federal Economic Development Co-ordinators were transferred to DRIE.

The Department's objective is to increase overall industrial, commercial and tourism activity in all parts of Canada in an environment that is stable and responsive to the expressed needs of business. This objective is achieved by working with business and labour, other governments and the academic community; providing financial, marketing and other technical information to businesses; and, where necessary, extending direct financial assistance.

The Department acts to foster a climate which encourages firms to be more internationally competitive by developing new products, processes, and services; by establishing the capacity to produce these goods and services; by marketing these goods and services at home and abroad; and by restructuring the firms' activities to adjust to changing market conditions.

Laws and Regulations

- Area Development Incentives Act
- Agricultural and Rural Development Act
- Cape Breton Development Corporation Act
- Regional Development Incentives Act
- Special Areas Act
- Federal Business Development Bank Act
- Investment Canada Act
- Department of Regional Industrial Expansion Act
- National Design Council Act
- Small Business Loans Act
- Textile and Clothing Board Act
- Industrial Research and Development Incentives Act
- Small Business Investment Grants Act
- Industrial and Regional Development Act
- Teleglobe Canada Act

In addition to the above, the Minister is responsible for the following regulations:

- Area Development Incentives Regulations
- Regional Development Incentives Regulations
- Baie Verte Special Area Order
- Prince Edward Island Special Area Order
- Special Areas Industrial Renewal Order
- Southeast New Brunswick Special Area Order
- Small Business Loans Regulations
- Industrial Research and Development Incentives Regulations
- Small Business Investments Grants Regulations
- Industrial and Regional Development Regulations
- Automotive Manufacturing Assistance Regulations
- Canada Cycle and Motor Company Limited Enterprise Development Regulations
- Canadian Industrial Renewal Regulations
- Consolidated Computer Incorporated Adjustment Assistance Regulations
- Consolidated Computer Incorporated Enterprise Development Regulations
- Enterprise Development Regulations
- Footwear and Tanning Industries Assistance Regulations
- General Adjustment Assistance Regulations
- Investment Canada Regulations
- Shipbuilding Industry Assistance Regulations

Overall Responsibilities

The following is a list of major programs administered by the Department:

Industrial and Regional Development Program (IRDP): The core program of DRIE, it provides assistance to business and non-profit organizations through contributions, repayable contributions and loan guarantees.

Atlantic Enterprise Program (AEP): This program is designed to assist businesses in Atlantic Canada by lowering the cost of their borrowing and by providing them with special loan insurance. The loan insurance will provide for 85 percent coverage of capital investment loans of $250 000 or more by approved lenders. In lowering the cost of insurance, the program makes provisions for interest "buy-downs". Contributions of up to six percent may be offered to applicants to "buy down" the interest rate on new term loans for projects.

Enterprise Cape Breton Program (ECBP): This program has been established to integrate the administration and provision of industrial and commercial assistance and incentives currently being offered separately by the Department of Regional Industrial Expansion (DRIE) and by the Cape Breton Development Corporation (DEVCO). It will provide individually tailored assistance packages to eligible applicants planning to invest and/or establish in the Cape Breton area. Such assistance packages could include DEVO program authorities and/or tax credits, contributions, loans, loan quarantees, loan insurance or interest rate "buy-downs" under DRIE program authorities.

Tourism Canada (Canadian Government Office of Tourism — CGOT): This program promotes Canada's tourism industry abroad and in the domestic market and assists the industry in improving its product and competitiveness.

Defence Industry Productivity Program (DIPP): This program provides financial assistance to industrial firms involved in the production of defence or defence-related products for export.

Program for Export Market Development (PEMD): Delivered by the Department on behalf of the Department of External Affairs, it provides incentives for Canadian firms to enter or expand foreign markets.

Special ARDA (Agricultural and Rural Development Act): This program was designed to help residents of remote and northern areas (in particular, those of Indian and Inuit ancestry) to start, expand or modernize commercial ventures employing native people and to improve incomes in such primary activities as hunting, trapping, fishing and forestry. (Applies only in Manitoba, Saskatchewan, British Columbia, Yukon and Northwest Territories.)

Native Economic Development Program (NEDP): A four-year federal program to aid the economic development of native people, the $345 million fund will be managed by a board comprised of a majority of native persons with business experience who will advise ministers concerning policy and operational matters and make recommendations on individual applications for assistance from the fund.

DEPARTMENT OF REGIONAL INDUSTRIAL EXPANSION

Western Transportation Industrial Development Program (WTID): WTID is a federal government initiative designed to assist business in western Canada to take advantage of the economic opportunities resulting from the decision to revise the Crow's Nest Pass rate and expand the western railway system. It is a five-year program expiring on March 31, 1988 which provides assistance to companies engaged in manufacturing, processing and related activities to reap the benefits of increased investment in railway capacity.

Economic Regional Development Agreements (ERDA): These federal-provincial agreements are administered at the regional level and enquiries should be referred to the Office of the Federal Economic Development Co-ordinator (FEDC) in each province.

Key Contacts

The Department of Regional Industrial Expansion makes information available to the public on a continuing basis through the following channels. These channels should be used for informal requests for information i.e. not formal requests for records under the *Access to Information Act*. Chief among the informal channels of communications are

- Departmental officials who regularly and informally provide information to business clientele and the news media.
- The Communications Branch, which provides a focal point for relaying information about DRIE programs, policies and projects to the business community and the general public; provides films, visual materials and publications on DRIE programs and services; co-ordinates the activities of regional communications services and provides specialized assistance to these offices as required; and maintains contact with other federal institutions, and other levels of government and the private sector.

  Media Enquiries: (613) 995-8900

Regional Offices

These offices are located in each province to provide access to information on all federal and provincial government programs and services available to Canadian business and industry. These regional offices can be contacted at:

Vancouver, British Columbia
(604) 666-0434

Edmonton, Alberta
(403) 420-2944

Saskatoon, Saskatchewan
(Also serves the Yukon and the Northwest Territories)
(306) 975-4400

Winnipeg, Manitoba
(204) 949-4090

Toronto, Ontario
(416) 365-3737

Montréal, Québec
(514) 283-8185

Moncton, New Brunswick
(506) 857-6400

Halifax, Nova Scotia
(902) 426-2018

Charlottetown, Prince Edward Island
(902) 566-7400

St. John's, Newfoundland
(709) 772-4884

Federal Economic Development Co-ordinator (FEDC) Offices

Vancouver, British Columbia
(604) 666-6256

Edmonton, Alberta
(403) 420-4164

Regina, Saskatchewan
(306) 780-6727

Winnipeg, Manitoba
(204) 949-4472

Toronto, Ontario
(416) 973-8360

Montréal, Québec
(514) 283-4841

Fredericton, New Brunswick
(506) 452-3184

Halifax, Nova Scotia
(902) 426-8361

Charlottetown, Prince Edward Island
(902) 566-7480

St. John's, Newfoundland
(709) 772-4126

The Departmental Library is the research centre of the Department. The library contains a wide variety of publications and reference works. These include books, periodicals, pamphlets, government documents, and items on microfilm or microfiche. The subject matter covered ranges from the fields of administration and management to those of trade and foreign relations. The library is open, for purposes of research, to business people, members of the academic community at the graduate level or higher, and officials of the Department of Regional Industrial Expansion and other federal government institutions. This facility is located at:

Library
3rd Floor West
Department of Regional Industrial Expansion
235 Queen Street
Ottawa, Ontario
K1A 0H5
Telephone: (613) 992-4947

Access Procedures

Persons who wish to formally exercise their rights under the *Access to Information Act* are requested to submit their requests in writing to

The Senior Departmental Advisor
Access to Information and Privacy Office
Office of the Comptroller
Department of Regional Industrial Expansion
3rd Floor West
235 Queen Street
Ottawa, Ontario
K1A 0H5
Telephone: (613) 996-0464

Due to the amalgamation referred to in the background section, the management of departmental records is still in a transition phase. To reflect this, the information holdings are displayed in three sets: the first set is a description of the branches, offices, and classes of records for the present Department of Regional Industrial Expansion which comprise the records of the three integrated institutions; the second set is the records of the former Department of Industry, Trade and Commerce; the third set is the records of the former Department of Regional Economic Expansion. Some of these latter records have not

yet been integrated. Please proceed by first reviewing the classes of records in the first set for Regional Industrial Expansion, which will refer to the appropriate records in the second and third sets which have not yet been integrated.

CONSUMER GOODS, SERVICES AND RESOURCE PROCESSING

This organization gathers and analyzes information on industry; provides policy advice concerning three industry sectors (resource processing, foods and consumer products, services); and co-ordinates departmental responsibility for industrial adjustment programs.

Market Development Branch

This branch identifies and analyzes current and new market opportunities in all sectors and regions of Canada, develops a complementary program of domestic marketing activities through the marketing element of the Industrial and Regional Development Program (IRDP) and conducts other special measures to increase the overall share of Canadian products in the domestic market.

Policy, Planning and Analysis Branch

This branch initiates, and assists with, the analysis needed to form government policies concerning consumer goods, services and resource processing (CGSRP) industries.

Office of Industrial Adjustment

This office develops and implements policies and programs to assist the adjustment and renewal of Canadian manufacturing and processing industries, with emphasis on the textile, clothing and footwear industries; and analyzes and evaluates applications under the Department's funded programs for consumer goods, services and resource processing sectors.

Resource Processing Industries Branch

This branch provides government liaison with the chemicals, forest products, and metals and minerals industries; forms policy recommendations and administers programs (either directly or in conjunction with regional offices) affecting the three sectors; consults and works with companies and trade associations.

Food and Consumer Products Industries Branch

This branch provides overall economic development in the Canadian food and consumer products industries; and forms a focal point on policy issues which impact on these industries.

Service Industries Branch

This branch provides departmental liaison with construction and consulting services, wholesale and retail organizations and other merchandising operations, transportation services, trading houses, computer services and other services to business; and provides expertise to form policy and implement and deliver appropriate programs.

CAPITAL AND INDUSTRIAL GOODS

This organization promotes regionally balanced development of internationally competitive, adaptable enterprises in the capital and industrial goods sectors (automotive, marine, rail, electronics, aerospace, machinery, and electrical equipment).

The organization acts as an advocate within the government for these sectors; provides sectoral leadership; offers business services to help increase investments, improve productivity and expand markets; and supplies policy and analytical support for Canada/United States and multi-lateral trade negotiations.

It also provides a focal point in the Department and in the government for key, cross-sectoral activities of particular importance to capital and industrial goods industries, namely: industrial innovation and regional and industrial benefits from major Crown procurements.

Office of Industrial and Regional Benefits

This office seeks to optimize regional and industrial benefits from major Crown procurements, and to improve communications between government and business so that business can position itself better to exploit federal procurement opportunities. It also oversees emergency planning for the National Emergency Agency for Industrial Production.

Policy, Planning and Control Branch

The branch advises the assistant deputy minister on industrial trade and other economic policies being developed in this Department and other federal departments; develops, analyzes and makes recommendations on policies affecting various regions and industrial sectors; co-ordinates strategic and operational planning and assists with the management and control of financial and human resources; co-ordinates the program management function for the Defence Industry Productivity Program (DIPP) and provides secretariat services to the DIPP Advisory Committee.

Manuals

- Defence Industry Productivity Program — Terms and Conditions

Automotive Marine and Rail Branch

This branch forms sectoral policies; and plans and executes programs and services to promote the establishment, improvement, efficiency, international competitiveness and export market growth of the automotive, marine, rail and urban industry sectors.

Manuals

- Guidelines to Shipbuilders — Canadian Content
- Guidelines to Shipbuilders — Contribution for Performance Improvement

Machinery and Electrical Equipment Branch

This branch is responsible for policies and action plans to promote the growth and international competitiveness of the machinery and electrical equipment industries; provides a sectoral focus for trade promotion activities and regional delivery of incentive programs; and chairs an inter-departmental board responsible for the Machinery Tariff Program.

Manuals

- MACH — Machinery Program

Electronics and Aerospace Branch

This branch promotes the development and expansion of viable business in the electronics and aerospace sectors by formulating sectoral policies and implementing government programs and services; it also counsels and advises on all matters relating to these sectors.

Office of Industrial Innovation

In support of the regional and industrial objectives of the Department, this office builds awareness in Canadian industry of the need to adopt best practice technologies; provides information on new technologies; identifies and promotes opportunities relating to the adoption of new technologies and innovative techniques, technology transfers, joint ventures and licensing; and promotes domestic and international company-to-company co-operation.

TOURISM CANADA

This organization provides advice on policy and operational matters relating to the development and promotion of tourism in Canada.

It administers federal tourism programs in consultation with regional offices and the Department of External Affairs, and represents federal interests in domestic and international tourism organizations.

Manuals

- Tourism Manual

Tourism Development

This branch analyzes, and seeks to improve, the competitiveness of Canada's tourism industry, and works with the private sector and the provinces to form tourism development programs.

Tourism Marketing

This branch establishes, develops and implements the principal federal government policies for the marketing of tourism outside Canada; provides leadership in the co-ordination of federal, other government and private sector tourism marketing activities in order to optimize tourist revenues, enhance the tourism industry's contribution to the national economy and reduce Canada's tourism deficit; aims to increase spending by U.S. and overseas visitors; and encourages Canadians to travel in Canada.

Policy, Analysis and Liaison

This branch develops and recommends policy; determines program options and priorities; monitors program activity; undertakes the research program; acts as a focal point for government and industry relations; maintains a centre of information on tourism in Canada; and promotes an awareness of the federal role in tourism.

SMALL BUSINESSES

Through the Small Business Secretariat, this organization provides support to the Minister of State for Small Business on behalf of small business.

Small Business Secretariat

The Small Business Secretariat provides support to the Minister of State for Small Businesses by identifying opportunities and constraints affecting the small business community; initiating and analyzing existing and new policies; conducting and commissioning research studies; and liaising with other departments and governments on a wide range of small business issues.

The secretariat also co-ordinates the activities of the Small Business Consultative Committee and directly responds to the suggestions and complaints of the small business community through its Small Business Hotline.

CROWN INVESTMENTS AND SPECIAL PROJECTS (CISP)

Crown Investments and Special Projects is a grouping of diverse departmental responsibilities which are discharged through the Crown Investments, Senior Financial Advisor, Special Projects and Adjustment Projects directorates.

Crown Investments

This directorate exercises an ongoing support role to departmental Ministers in their responsibility for particular Crown corporations and other corporate investments of the government. These include: the Federal Business Development Bank; the Cape Breton Development Corporation; Canadian Patents and Development Limited; the Canada Development Investment Corporation (which owns the federal government interests in Canadair Ltd., Canadair Financial Corporation, Eldorado Nuclear Ltd. and Massey Ferguson Ltd.); Teleglobe Canada Ltd.; the government's shares in the Canada Development Corporation; and Pêcheries Canada Inc.

Senior Financial Advisor

This directorate supports the Minister's role as shareholder for the federal government's investments in the Atlantic fisheries companies and is the Department's centre of expertise pertainig to investments undertaken relative to the *Atlantic Fisheries Restructuring Act*. The directorate addresses the management of the Crown's investments with its priorities centred on providing advice to the Minister on issues relating to future prospects for the Atlantic fishing companies, including preparation and evaluation of divestiture proposals; co-ordinating the divestiture of the federal investments in the various assets of these compaines; negotiating shareholder issues and agreements; and monitoring the financial and operational performance of the two major operating companies Fishery Products International Ltd. and National Sea Products Ltd.

Special Projects

This directorate is the Department's centre of major project analysis expertise and is responsible for delivering comprehensive strategic, financial and economic analysis as well as for negotiation of major cases assigned by senior management with a view to making departmental assistance more effective and providing a means of allocating scarce resources among competing projects. The directorate is also responsible for providing advice aimed at strengthening the Department's understanding of the strategic factors affecting the recipients of government assistance and their competitors; undertaking strategic analysis of free trade and other changes in policy or regulations; and providing the Department with a surge capacity to handle large, complex and sensitive cases.

Adjustment Projects

This directorate is the department's centre of expertise on assessing, negotiating and managing loans, loan guarantees and recoveries. Its major responsibilities include administering the Dash-7 and Dash-8 Sales Financing Program; providing financial analysis expertise for departmental management of special loan and loan guarantee corporate accounts; and administering and collecting the receivables arising from defaulted contribution agreements.

CORPORATE CO-ORDINATION BUREAU

The bureau directs and co-ordinates the organization and analysis of the information and the decision-making systems required by the Minister, deputy minister and associate deputy minister. It also oversees security and safety in the Department.

POLICY

This organization develops policy recommendations and provides specialized skills in the areas of economic intelligence, industrial policies, strategic planning, trade development, the impact of trade policies and industry, and relations with other departments in the economic field.

Economic and Statistical Analysis Division

This branch provides policy analysis, advice and recommendations on regional industrial development, short term economic analysis, and structural analysis; carries out statistical and database services and related analysis in support of departmental policies and programs.

Framework Policies and Trade Development

This branch advises senior management on industrial and trade development policy issues affecting industrial sectors; it also provides policy analysis, advice and recommendations on industrial trade policy.

Manuals

- Commodity Trade by Industrial Sector Concordance
- Canadian Econometric Model for Structural Analysis: Model Structure
- Canadian Econometric Model for Structural Analysis: Input/Output Database

OPERATIONS

The operations group has a corporate mandate concerned with the substantive transactions between the Department and its clients. The mandate is to ensure coherence and consistency in departmental operations across Canada. The present organization consists of two branches — Planning Co-ordination and Business Services and Program Affairs.

Planning Co-ordination and Business Services Branch (PCBS)

This branch is responsible for assisting in the development of operational plans, with particular attention to human resource elements, which clearly reflect corporate directions. The branch plays a key role in developing the Department's strategy for trade and investment issues in close consultation with other responsibility centres. Activities in support of ongoing assessments of DRIE's program instruments and the co-ordination of activities relating to the Economic and Regional Development Agreements (ERDA) subsidiary agreements complete the list of primary responsibilities assigned to the branch.

Program Affairs Branch

This branch develops and designs major departmental industrial support programs, program legislation, regulations and administrative procedures and sytems. In addition, it designs, maintains and operates management information systems; provides secretariat services to the Department of Regional Industrial Expansion Internal Board; recovers defaulted contributions, loans and loan guarantee and insurance accounts; and administers special programs, including the *Small Business Loans Act*, the Credit Reinsurance Program, the Small Business Investment Grants Program, and the co-ordination of requests for tariff changes and remission of duty.

Manuals

- Defence Industry Productivity Program (DIPP) — Administrative Directive and Program Criteria
- Program for Export Market Development (PEMD) — Policy and Administration Directive and guidelines for Interpretation of PEMD Administrative Directive
- Small Business Loans Act — Procedures Manual and guidelines for Lenders
- Regional Development Incentives Program (RDIP) — RDIP Manual (Vol. AI)
- Industrial and Regional Development Program (IRDP) — Program Legislation and Policy and Administrative Directive Manual, IRDP Policy Manual for Senior Management and IRDP Procedures Manual.

OFFICE OF THE COMPTROLLER

This office advises on policy making and program direction; designs and co-ordinates the Department's management planning and control process; and provides financial and information services and management support.

Program Evaluation Branch

The branch evaluates DRIE projects, policies and activities for effectiveness and reports on the results.

Manuals

- Departmental Program Evaluation Manual

Resource Management Branch

This branch provides financial management advice on policy, planning, programming and budgeting decisions.

Access to Information and Privacy (ATIP) Office

This office oversees the administration and policy development of the *Access to Information Act* and *Privacy Act* as related to the Department; processes formal requests, advises senior management on the operation of the legislation and the disposition of cases, and promotes awareness of the legislation within the Department.

Manuals

- Access to Information and Privacy Manual

Administrative Services Branch

This branch oversees all headquarters matters relating to administrative policy development, contracting and materiel administration, property administration, telecommunications, forms management, printing and duplicating, word processing, records management and micrographics, travel services, library services, mail and messenger services and the management of administrative floor units.

Manuals

- Manual of Administrative Directives

Information Management Branch

This branch is responsible for computer operations and user services; systems development, data and technical services; office systems and telecommunications and information resource management.

Portfolio Management Branch

This branch is accountable for the continuing development and co-ordination of the corporate planning functions within the Department.

Financial Operations Branch

The branch is responsible for developing and implementing financial policy and systems, accounting for and controlling financial resources, auditing assistance projects, and providing financial advisory services.

Communications Branch

The branch provides a focal point for relaying information about DRIE programs, policies and projects to the business community and the general public; provides films, visual materials and publications on DRIE programs and services; co-ordinates the activities of regional communications services and provides specialized assistance to these offices as required; maintains contact with other federal institutions, and other levels of government and the private sector.

Human Resources Branch

The branch is responsible for human resource planning and staffing; training; employee advisory and career services; job classification; staff relations; grievances; pay and benefits; affirmative action; official languages; and redeployment.

Staffing and Human Resourcing

This branch oversees staffing, training, the official languages program, affirmative action, human resources planning, employee advisory and career services, and redeployment.

Compensation and Staff Relations

This branch acts on job classification, organizational analysis, staff relations, grievances and employee pay and benefits matters.

Manuals

- Manual of Human Resources Directives

Canadian Industrial Renewal Board (CIRB)

The board was set up to assist the restructuring, consolidation and modernization of the textile, clothing and footwear industries; to renew the economic base of communities heavily dependent on those industries; and to help workers affected by the liberation of world trade in these commodities and the rationalization process. The board is made up of private and public sector members representing business, labour, consumer interests, the academic community and the federal government.

OFFICE OF INTERNAL AUDIT

This office provides senior management with an independent assessment of the efficiency, economy and effectiveness of internal management policies, practices and controls.

Manuals

- Office of Internal Audit Handbook

Economic and Regional Development Agreements (ERDA) Management Branch

This branch is responsible for co-ordination with respect to the Economic and Regional Development Agreements (ERDAs) signed with each province.

Manuals

- Economic and Regional Development Agreements: Partnership for Growth

FEDERAL ECONOMIC DEVELOPMENT CO-ORDINATORS (FEDC)

Located in each province, FEDCs are responsible for providing regional information for decision-making by the Cabinet Committee on Economic and Regional Development (CCERD). FEDCs are also responsible for giving regional officials of sector departments a better understanding of cabinet decisions and objectives, and for co-ordinating the implementation of government decisions affecting economic development in the regions.

NATIVE ECONOMIC DEVELOPMENT PROGRAM

This program administers a $345 million fund for aboriginal economic development and is overseen by a native-controlled Advisory Board which advises the Minister with respect to the funding of projects, and gives advice to the government on aboriginal economic development policies.

Manuals

- Proposal Development Guide

REGIONAL OFFICES

Regional offices provide information on the full range of DRIE programs to industries in their respective region, and administer the programs locally. In addition, the regional offices provide information and advice on domestic and export market possibilities and offer general assistance to Canadian industry for the expansion of trade and tourism.

Manuals

British Columbia

- Special ARDA Procedures Manual

Saskatchewan

- DRIE Saskatchewan Program Procedure Statements, IRDP, RDIA, Special ARDA, EDP.

Manitoba

- Special ARDA Procedures Manual

Québec

- Iles-de-la-Madeleine Program: Administrative Directives
- Montréal Special Area Program: Administrative Directives
- Pulp and Paper Modernization Program: Administrative Directives
- Tourism Development Program for the Lower St. Lawrence-Gaspé Region: Administrative Conditions
- Tourism Development Program for the Iles-de-la-Madeleine Region: Administrative Conditions

Nova Scotia

- Cape Breton Investment Tax-Credit — Policy and Administrative Guidelines
- Topping-up Assistance — Policy and Administrative Guidelines

Classes of Records

RIE/JMD-005
Market Development
Description: Classes of records for the Market Development Branch within DRIE will be developed from classes previously located in branches within the Department of Industry, Trade and Commerce/Regional Economic Expansion, namely: (ITC) — Program Branch; (ITC) — Business Opportunities Sourcing System Directorate; and (ITC) — Import Analysis Directorate. For a more complete description of these branches and/or classes please refer to the section entitled "Records of the Former Departments of Industry, Trade and Commerce/Regional Economic Expansion."

RIE/PPA-010
Programs ITC/DREE
Description: This class of records is for programs of the former Departments of Industry, Trade and Commerce (ITC)/and Regional Economic Expansion (DREE) for which no new program exists under DRIE. *Topics:* Programs ITC/DREE — general.

DEPARTMENT OF REGIONAL INDUSTRIAL EXPANSION

RIE/PPA-015

Programs DRIE

Description: This class covers subjects relating to governmental programs carried out by DRIE, and includes material dealing witH initial contacts, requests for information, investigation and analysis, project monitoring, financial statement review and program evaluation. *Topics:* Programs DRIE — general; Industrial and Regional Development Program; Defence Industry Productivity Program; Industry and Labour Adjustment Program; Special Agricultural and Rural Development Program; Western Transportation Industrial Development Program; Special Recovery Capital Projects; Canadian Industrial Renewal Board; Program for Export Market Development.

RIE/PPA-020

Policy, Planning and Analysis — General

Description: This class covers records of a general nature relating to branch involvement with various associations, membership in committee(s), and material which cannot be found in the other classes of branch records. *Topics:* Policy planning and analysis — general; associations, clubs, societies; committees; co-operation and liaison; reports, studies and statements.

RIE/PPA-025

Policy Development

Description: This class covers policy and other issues which affect economic activities in the consumer goods, services and resource processing industries sector. *Topics:* Policy development — general; industrial co-operation; strategic plans (of major firms); trade policy and market development — international.

RIE/OIA-030

Programs ITC/DREE

Description: This class is for programs of the former Department of Industry, Trade and Commerce (ITC)/Department of Regional Economic Expansion (DREE) for which no new program exists under the Department of Regional Industrial Expansion (DRIE). *Topics:* Programs ITC/DREE — General; Institutional Assistance Program; Enterprise Development Program; Product Development Management Program; support for technology enhanced productivity.

RIE/OIA-035

Programs DRIE

Description: This class covers subjects relating to governmental programs carried out by DRIE, and includes material on initial contact, request for information, investigation and analysis, project monitoring, financial statement review, and program evaluation. *Topics:* Industrial and Regional Development Program; Defence Industry Productivity Program — General; Defence Industry Productivity Program — Research and Development Assistance; Defense Industry Productivity Program — Source Establishment Assistance; Defence Industry Productivity Program — Capital Assistance; Defence Industry Productivity Program — Market Feasibility Study; Industry and Labour Adjustment Program; Canadian Industrial Renewal Board; Economic and Regional Development Agreements; Program for Export Market Development.

RIE/OIA-040

Office of Industrial Adjustment — General

Description: This class covers matters of a general nature relating to branch involvement with various associations, committees, liaison with government, provincial or scientific institutions, international agencies. *Topics:* Office of Industrial Adjustment — General; Acts and legislation; associations, clubs, societies; committees; co-operation and liaison; exports and imports; fairs and exhibitions; missions and visits; reports, statistics, studies; standards.

RIE/OIA-045

Clothing Industry

Description: This class covers subjects dealing with the clothing industry. *Topics:* Clothing industry — general; clothing companies; clothing products.

RIE/OIA-050

Footwear Industry

Description: This class covers subjects dealing with the footwear industry. *Topics:* Footwear industry — general; footwear companies, footwear products.

RIE/OIA-055

Fur Industry

Description: This class covers subjects dealing with the fur industry. *Topics:* Fur industry — general; fur companies; market development; fur products.

RIE/OIA-060

Textile Industry

Description: This class covers subjects dealing with the textile industry. *Topics:* Textile industry — general; textile companies; textile products.

RIE/OIA-065

Policy Development

Description: This class covers topics related to the policy development activities of the Office of Industrial Adjustment. *Topics:* Policy development — general; horizontal policies; industrial strategies.

RIE/RPI-070

Resource Processing Industries

Description: Classes of records for the Resource Processing Industries Branch within DRIE will be developed from classes previously located in branches within the Department of Industry, Trade and Commerce/Regional Economic Expansion, namely: (ITC) — Chemicals Branch; (ITC) — Resource Processing Industries Branch. For a more complete description of these branches and/or classes, please refer to the section entitled "Records of the Former Departments of Industry, Trade and Commerce/Regional Economic Expansion."

RIE/FCP-075

Food and Consumer Products Industries

Description: Classes of records for the Food and Consumer Products Industries Branch within DRIE will be developed from classes previously located in branches within the Department of Industry, Trade and Commerce/Regional Economic Expansion, namely: (ITC) — Food Branch; (ITC) — Textile and Consumer Products Branch. For a more complete description of these branches and/or classes, please refer to the section entitled "Records of the Former Departments of Industry, Trade and Commerce/Regional Economic Expansion."

RIE/IRB-085

Office of Industrial and Regional Benefits — General

Description: This class covers matters of a general nature relating to branch involvement with various associations, committees, liaison with government, provincial or scientific institutions, companies, suppliers, etc., to increase the opportunity for Canadian suppliers of goods and services to operate competitively. *Topics:* Office of Industrial & Regional Benefits — General; Acts, legislation & regulations; analysis of major projects; committees, working groups etc.; companies/projects — general; companies/projects — Canadian Patrol Frigate; co-operation and liaison; information systems; policies and services; publications — major capital projects; supplier development.

DEPARTMENT OF REGIONAL INDUSTRIAL EXPANSION

RIE/IRB-090

Industrial Benefits — General

Description: This class covers matters relating to development and assessment of various industrial benefits available to the marine industry. *Topics:* Industrial benefits — Marine — general; industrial benefits — Tribal Class Update Modernization Project (TRUMP).

RIE/IRB-095

Programs DRIE

Description: This class covers subjects relating to governmental programs carried out by DRIE, and includes such matters as initial contacts, requests for information, investigation and analysis, project monitoring, financial statement review, and program evaluation. *Topics:* Special recovery capital projects.

RIE/PPC-105

Policy, Planning and Control — General

Description: This class covers the planning and execution of policy, planning, development and control activities for the capital and industrial goods sector. *Topics:* Policy, planning and control — general; committees; policy development.

RIE/PPC-110

Programs ITC/DREE

Description: This class is for programs of the former Department of Industry, Trade and Commerce (ITC)/Department of Regional Economic Expansion (DREE) for which no new program exists under DRIE. *Topics:* Programs ITC/DREE — general; Enterprise Development Program; support for technology enhanced productivity; subsidiary agreements.

RIE/PPC-115

Programs DRIE

Description: This class covers subjects relating to governmental programs carried out by Regional Industrial Expansion and includes material on initial contact, requests for information, investigation and analysis, project monitoring, financial statement review and program evaluation. *Topics:* Programs DRIE — general; Industrial and Regional Development Program; Defence Industry Productivity Program; Industry and Labour Adjustment Program; special recovery capital projects; Program for Export Market Development.

RIE/MEE-125

Machinery and Electrical Equipment

Description: Classes of records for the Machinery and Electrical Equipment Branch within DRIE will be developed from classes previously located in branches within the Department of Industry, Trade and Commerce/Regional Economic Expansion, namely: (ITC) — Electrical and Electronics Branch; (ITC) — Machinery Branch. For a more complete description of these branches and/or classes please refer to the section entitled "Records of the Former Departments of Industry, Trade and Commerce/Regional Economic Expansion."

RIE/ELA-130

Electronics and Aerospace

Description: Classes of records for the Electronics and Aerospace Branch within DRIE will be developed from classes previously located in branches within the Department of Industry, Trade and Commerce/Regional Economic Expansion, namely: (ITC) — Electrical and Electronics Branch; (ITC) — Aerospace and Marine Branch. For a more complete description of these branches and/or classes please refer to the section entitled "Records of the former Departments of Industry, Trade and Commerce/Regional Economic Expansion."

RIE/OII-140

Office of Industrial Innovation — General

Description: Matters of a general nature relating to branch involvement with various associations, committees, liaison with government, provincial or scientific institutions to promote the development, innovation and use of advanced technology in Canada. *Topics:* Office of Industrial Innovation — general; associations, clubs, societies; committees; co-operation and liaison; licensing opportunities; policy and program development; research and analysis.

RIE/OII-145

Technology Assessment

Description: Matters concerning the development and assessment of various areas within the Canadian scientific industry. *Topics:* Technology assessment — general; advanced manufacturing technologies; advanced materials technologies; artificial intelligence technologies; biotechnologies; communication technologies; energy technologies; health technologies; instrument sensing devices and signal processing equipment; microelectronics.

RIE/OII-150

Programs ITC/DREE

Description: This class of records is for programs of the former Departments of Industry, Trade and Commerce/Regional Economic Expansion, for which no new program exists under DRIE. *Topics:* Programs ITC/DREE — general; institutional assistance program.

RIE/OII-155

Programs DRIE

Description: This class covers subjects relating to governmental programs carried out by DRIE, and includes such material as: initial contact, request for information, investigation and analysis, project monitoring, financial statement review and program evaluation. *Topics:* Programs DRIE — general; Industrial and Regional Development Program.

RIE/TOU-170

Tourism Canada

Description: Classes of records for the Canadian Government Office of Tourism within DRIE will be developed from classes previously located in branches within the Department of Industry, Trade and Commerce/Regional Economic Expansion, namely: (ITC) — Canadian Government Office of Tourism. For a more complete description of this branch and/or classes, please refer to the section entitled "Records of the Former Departments of Industry, Trade and Commerce/Regional Economic Expansion."

RIE/ISP-175 *Formerly Identified as:* RIE/BSP-175

Small Business and Special Projects

Description: Classes of records for the Small Business and Special Projects Branch within DRIE were developed from classes previously located in branches within the Department of Industry, Trade and Commerce/Regional Economic Expansion, namely: (ITC) — Technology Branch; (ITC) — Corporate Analysis Branch; (ITC) — Financial Policy and Liaison Branch; (DREE) — Project Assessment and Evaluation Branch. For a more complete description of these branches and/or classes, please refer to the section entitled "Records of the Former Departments of Industry, Trade and Commerce/Regional Economic Expansion."

RIE/ISP-180 *Formerly Identified as:* RIE/BSP-180

Regional and Industrial Projects and Crown Investments — General

Description: This class covers information of a general nature not included in the other classes. *Topics:* Regional and industrial projects and Crown investments — general; associations, organizations, institutes, societies; programs; reports and studies; research and statistics.

RIE/ISP-185 *Formerly Identified as:* RIE/BSP-185

Crown Corporations and Investments

Description: This class covers information relating to the management of the Crown's interest in Crown corporations. This includes the assessment of corporation strategies, operation plans and financial performance and reporting systems. *Topics:* Crown corporations and investments — general; export promotion and financing; Canada Development Investment Corporation; Canada Development Corporation; Canadian Patents and Development Corporation; Canadian Commercial Corporation; Cape Breton Development Corporation; Export Development Corporation; Federal Business Development Bank.

RIE/ISP-190 *Formerly Identified as:* RIE/BSP-190
Major Projects
Description: This class covers information relating to the assessment of large and sensitive major projects whose cost and complexity demand in-depth attention. *Topics:* Major projects — general; 150 Passenger Aircraft Project; Pratt and Whitney Canada; Miller Brothers; CCI/NABU (Consolidated Computer Inc.); Chrysler Limited; Massey-Ferguson; Davie Shipyard Project; PKS/KIEWIT.

RIE/ISP-200 *Formerly Identified as:* RIE/BSP-200
Program Development and Operations
Description: Classes of records for Program Development and Operations within DRIE will be developed from classes previously located in branches within the Department of Industry, Trade and Commerce/Regional Economic Expansion, namely: (ITC) — Program Branch; (DREE) — Industrial Incentives Branch; (DREE) — Analysis and Liaison Branch. For a more complete description of these branches and/or classes, please refer to the section entitled "Records of the Former Departments of Industry, Trade and Commerce/Regional Economic Expansion."

RIE/CCB-205
Corporate Co-ordination Bureau
Description: Classes of records for the Corporate Co-ordination Bureau within DRIE will be developed from classes previously located in branches within the Department of Industry, Trade and Commerce/Regional Economic Expansion, namely: (ITC) — Office of Regional Affairs. For a more complete description of these branches and/or classes please refer to the section entitled "Records of the Former Departments of Industry, Trade and Commerce/Regional Economic Expansion."

RIE/POL-210
Policy — General
Description: This class covers matters of a general nature relating to branch involvement with various associations, committees, companies, conferences, liaison activities with governments and institutions. *Topics:* Policy — general; Acts and legislation; associations, clubs, societies; committees; companies; conferences; co-operation and liaison; studies.

RIE/POL-215
Relations with Business and Labour
Description: This class covers subjects dealing with departmental relations with national business and labour groupings, individual firms, task forces. *Topics:* Relations with business and labour — general; industry associations; task forces and advisory committees.

RIE/POL-220
Framework Policies
Description: This class covers subjects dealing with the identification and evaluation of the impact and the feasibility of modifying such framework policies. *Topics:* Framework policies — general; financial markets and institutions; industrial policy framework; investment policies and incentives; personnel and industrial relations; procurement policy; regulatory policies; sectoral policies.

RIE/POL-225
Short-Term Economic Analysis
Description: This class covers subjects relating to the Canadian economy, current conditions and outlook, short term analysis and forecasts. *Topics:* Short term economic analysis — general; briefings; economic situation and outlook; fiscal; investments.

RIE/POL-230
Statistical and Database Services
Description: This class deals with subjects relating to capital expenditures and foreign owned subsidiary surveys, capacity utilization, socioeconomic data and statistical support systems. *Topics:* Statistical and database services — general; capital expenditure survey; computer services and consultants; databases and information systems; foreign-owned subsidiary survey.

RIE/POL-235
Strategic Planning and Regional Policy
Description: This class covers subjects relating to sectoral competitiveness profiles, provincial industrial development policies and programs, and regional intelligence. *Topics:* Strategic planning and regional policy — general; departmental planning; industrial development; regional industrial development frameworks; regional intelligence; strategic overview; sectoral competitiveness profiles.

RIE/POL-240
Structural Analysis
Description: This class includes subjects relating to the Canadian econometric model for structural analysis, medium term industrial outlook, industrial adjustment policy, technology trends to 1990. *Topics:* Structural analysis — general; industrial adjustment; labour and employment issues; medium term outlook for industries and regions; models; simulation studies.

RIE/POL-245
Trade Policy
Description: This class covers issues relating to the Canada/USA sectoral trade liberalization, participation in OECD and GATT related issues, export trade development, and trade policy co-ordination. *Topics:* Trade policy — general; trade agreements, negotiations, treaties; General Agreement on Tariff and Trade; Organization for Economic Co-operation and Development; multinational enterprises; tariffs.

RIE/POL-250
Trade Development
Description: This class covers trade development issues such as foreign investment, industrial co-operation with government departments or agencies, and federal/provincial trade development. *Topics:* Trade development — general; European Economic Community; foreign investment; industrial co-operation; trade co-ordination; trade development units; duty remission.

RIE/POL-255
Programs ITC/DREE
Description: This class is for programs of the former Department of Industry, Trade and Commerce (ITC)/Department of Regional Economic Expansion (DREE) for which no new program exists under DRIE. *Topics:* Programs ITC/DREE — general; Enterprise Development Program; Support for Technology Enhanced Productivity; *Regional Development Incentives Act;* subsidiary agreements.

RIE/POL-260
Programs DRIE
Description: This class covers subjects relating to governmental programs carried out by DRIE, and includes material on initial contact, requests for information, investigation and analysis, project monitoring, financial statement review and program evaluation. *Topics:* Industrial and Regional Development Program, Defence Industry Productivity Program; Industry and Labour Adjustment Program; Western Transportation Industrial Development Program;

Native Economic Development Program; Special Recovery Capital Program; economic and regional development agreements.

RIE/PRE-265
Program Evaluation
Description: Classes of records for the Program Evaluation Branch within DRIE will be developed from classes previously located in branches within the Department of Industry, Trade and Commerce/Regional Economic Expansion, namely: (ITC) — Program Evaluation Branch. For a more complete description of these branches and/or classes please refer to the section entitled "Records of the Former Departments of Industry, Trade and Commerce/Regional Economic Expansion."

RIE/RMB-280
Resource Management — General
Description: This class covers information relative to the operation of the Resource Management Branch. *Topics:* Resource management — general; co-operation and liaison; general development and subsidiary agreements; industrial assistance; programs.

RIE/ACC-285
Access to Information and Privacy Office
Description: This class covers information relative to the operation of the Access to Information and Privacy Office. *Topics:* Access to information and privacy — general, Acts and legislation, access procedures, Access Register, committees, exemptions, individual enquiries, machine readable records, Privacy Index.

RIE/ASB-901
Administration
Description: See Standard Classes of Records.

RIE/ASB-902
Acts and Legislation
Description: See Standard Classes of Records.

RIE/ASB-903
RIE/PMS-903
Administrative and Management Services
Description: See Standard Classes of Records.

RIE/ASB-904
Co-operation and Liaison
Description: See Standard Classes of Records.

RIE/ASB-905
Buildings and Properties
Description: See Standard Classes of Records.

RIE/ASB-906
Buildings
Description: See Standard Classes of Records.

RIE/ASB-907
Lands
Description: See Standard Classes of Records.

RIE/ASB-908
Utilities
Description: See Standard Classes of Records.

RIE/ASB-909
Equipment and Supplies
Description: See Standard Classes of Records.

RIE/ASB-910
Furniture and Furnishings
Description: See Standard Classes of Records.

RIE/ASB-911
Office Appliances
Description: See Standard Classes of Records.

RIE/ASB-912
Procurement
Description: See Standard Classes of Records.

RIE/ASB-913
Vehicles
Description: See Standard Classes of Records.

RIE/FOB-914
Finance
Description: See Standard Classes of Records.

RIE/FOB-915
Accounts and Accounting
Description: See Standard Classes of Records.

RIE/FOB-916
Audits
Description: See Standard Classes of Records.

RIE/FOB-917
Budgets
Description: See Standard Classes of Records.

RIE/HRB-918
Personnel
Description: See Standard Classes of Records.

RIE/HRB-919
Classification of Positions
Description: See Standard Classes of Records.

RIE/HRB-920
Employment and Staffing
Description: See Standard Classes of Records.

RIE/HRB-921
Human Resources
Description: See Standard Classes of Records.

RIE/HRB-922
Occupational Health, Safety and Welfare
Description: See Standard Classes of Records.

RIE/HRB-923
Official Languages
Description: See Standard Classes of Records.

RIE/HRB-924
Pensions and Insurance
Description: See Standard Classes of Records.

RIE/HRB-925
Salaries and Wages
Description: See Standard Classes of Records.

RIE/HRB-926
Staff Relations
Description: See Standard Classes of Records.

RIE/HRB-927
Training and Development
Description: See Standard Classes of Records.

DEPARTMENT OF REGIONAL INDUSTRIAL EXPANSION

RIE/CIR-290

Canadian Industrial Renewal Board

Description: Classes of records for the Canadian Industrial Renewal Board within DRIE will be developed from classes previously located in branches within the Department of Industry, Trade and Commerce/Regional Economic Expansion, namely: (ITC) — Canadian Industrial Renewal Board. For a more complete description of these branches and/or classes please refer to the section entitled "Records of the Former Departments of Industry, Trade and Commerce/Regional Economic Expansion."

RIE/AUD-300

Internal Audit — General

Description: This class covers information relative to the operation of the Office of Internal Audit. *Topics:* Internal audits — general; headquarters; provinces/territories.

RIE/ORD-305

Office for Regional Development — General

Description: This class covers information of a general nature relating to the operational responsibilities of the Office for Regional Development. *Topics:* Office for Regional Development — general; Atlantic fisheries development — east coast; electrical and electronics industry; energy — general; foreign investment; forestry; loan insurance claim; Organization for Economic Co-operation and Development; petrochemicals; Regional Communications Study; shipbuilding; technology development; tourism; trade.

RIE/ORD-310

Policy and Expenditure Management System

Description: This class covers information on the Policy and Expenditure Management System of the federal government and the Office for Regional Development. *Topics:* Policy and Expenditure Management System — general; operational plans; main estimates; supplementary estimates.

RIE/ORD-315

Regional Development Policy

Description: This class covers information on regional development initiatives taken by the Office for Regional Development and departments in the economic and regional development envelope, involving cross-sectoral policies. *Topics:* Regional economic development policy — general federal-provincial development policies; Economic and Regional Development Agreements (ERDA) and related sub-agreements; strategic provincial plans.

RIE/FED-320 *Formerly Identified as:* RIE/ORD-320

Federal Economic Development Co-ordinators (FEDC)

Description: This class covers information relating to the operational responsibilities of the FEDC offices. *Topics:* Regional economic development — general; Policy and Expenditure Management System; Regional Economic Development Program organization and delivery; Economic Development Special Projects; primary industries; secondary industries; services sectors; Regional Economic Development Policies and Programs.

RIE/NED-325

Native Economic Development Program — General

Description: This class covers information relative to the administration of the Economic and Regional Development Fund. This fund has been established to assist Native groups and to co-ordinate federal efforts towards aboriginal economic development. *Topics:* Native Economic Development Program — general; board member applications; contractors and consultants (offers of service); co-operation and liaison; funding assistance requests.

RIE/XRO-330

DRIE — General

Description: This class contains regional offices activities and involvement with the private and public sectors, and other departmental organizations. It includes published and gathered information relating to Canadian industry that would not be contained in other classes of records. *Topics:* DRIE — general; acts and legislation; associations, clubs, societies; committees; companies, corporations, firms; co-operation and liaison; exports and imports; market development; policy development; research and development.

RIE/XRO-335

Industrial and Regional Development

Description: Includes production and marketing, nationally and internationally, of Canadian products and economic development of Canadian industries. *Topics:* Industrial and regional development — general; community development; major projects; manufacturing, processing and service industries.

RIE/XRO-340

Programs ITC/DREE

Description: This class contains programs of the former Departments of Industry Trade and Commerce/Regional Economic Expansion for which no new program exists under (DRIE). *Topics:* Programs ITC/DREE — general; Co-operative Overseas Market Development Program (COMDP); Institutional Assistance Program (IAP): general — Centres of Advanced Technology Program — Industrial Innovation Centres — Industrial Research Institutes Program — Technological Innovation Studies Program; Enterprise Development Program (EDP); Magdalen Islands special area (MISA); Montréal special area (MSA); *Regional Development Incentives Act* (RDIA); Small Business Assistance Progam (Prince Edward Island); Support for Technology Enhanced Productivity (STEP); Subsidiary Agreements: General, Newfoundland — general — Community Development Sub-Agreement for Coastal Labrador — Gros Morne Subsidiary Agreement — Industrial Development Sub-Agreement — Phase I Western Newfoundland — Industrial Development Phase II — Inshore Fisheries Development Agreement — Labrador Interim Subsidiary Agreement — Northern Ocean Research and Development Corporation (NORDCO) Subsidiary Agreement — Planning Subsidiary Agreement — pulp and paper mill modernization — Abitibi-Price — Rural Development Subsidiary Agreement — special fish plant water supply — Stephenville Mill conversion and reactivation — St. John's Urban Region Subsidiary Agreement — Tourism Subsidiary Agreement — Prince Edward Island; Subsidiary Agreements: Nova Scotia — general — Agriculture Development Subsidiary Agreement — Assistance to Michelin Tires (Canada) Ltd. Subsidiary Agreement — Energy Conservation Subsidiary Agreement — Forestry Subsidiary Agreement — Halifax Panamax Dry Dock Subsidiary Agreement — Industrial Development Subsidiary Agreement — Metropolitan Halifax/Dartmouth Area Development Subsidiary Agreement — Modernization of Facilities at Sydney Steel Corporation Subsidiary Agreement — Nova Scotia Planning Subsidiary Agreement — Pulp and Paper Modernization Subsidiary Agreement — Strait of Canso Area Development Subsidiary Agreement — Tourism Development Subsidiary Agreement — Economic and Regional Development Agreements (ERDA): general — Technology Transfer; Subsidiary Agreements: New Brunswick: general — Developing Region Subsidiary Agreements — Modernization of Consolidated Bathurst Inc. Sub-Agreements — Northeastern New Brunswick Sub-Agreement — Pulp and Paper Sub-Agreement; Subsidiary Agreements: Sulphation Roast Leach — Pilot Plant Sub-Agreement; Subsidiary Agreements: Québec — general — Water Treatment Facilities for Montréal Area — Agricultural Development — Forestry Development — Mineral Development — Transportation Development — Public Infrastructure — Establishment of Newsprint Mill at Amos (1980-83) — Industrial Infrastructure — Modernization of the Pulp and Paper Industry — Airport Industrial and Commercial Park (PICA) — SIDBEC; Subsidiary Agreements: Ontario — general — Eastern Ontario Subsidiary Agreements — Forest Management Subsidiary Agreements — Northeastern Ontario Subsidiary Agreements — Northern Ontario Rural Development

Subsidiary Agreements — Pulp and Paper Industry Subsidiary Agreements — Economic Regional Development Agreement (ERDA); Subsidiary Agreements: Manitoba — general — Industrial Development Subsidiary Agreement — Interim Water Development and Drought Proofing — Manitoba Northlands Subsidiary Agreement — Northern Development Sub-Agreement — Tourism Subsidiary Agreement — Urban Bus Industries Development — Winnipeg Core Area Tripartite Agreement; Saskatchewan; Subsidiary Agreements: Alberta — general — Alberta North Subsidiary Agreement — Nutritive Processing Assistance Subsidiary Agreement; Subsidiary Agreements: British Columbia — general — Evaluate Northeast Coal and Related Developments Subsidiary Agreements — Industrial Development Subsidiary Agreement — Agricultural and Rural Development Sub-Agreement (ARDSA) — Tourism Industries Development Sub-Agreement (TIDSA); Northwest Territories; Yukon.

RIE/XRO-345
Programs DRIE
Description: This class covers subjects relating to governmental programs carried out by DRIE, and includes such material as initial contact, request for information, investigation and analysis, project monitoring, financial statement review and program evaluation. *Topics:* Programs DRIE — general — evaluation; Industrial and Regional Development Program (IRDP); Defence Industry Productivity Program (DIPP) — general — Research Assistance and Development — Source Establishment Assistance — Capital Assistance — Marketing Feasibility Study; Shipbuilding Industry Assistance Program (SHIP) — general — subsidy — performance improvement; Industry and Labour Adjustment Program (ILAP) — general — Community-based Industrial Adjustment Program — Industry Specific Restructuring Program; *Special Agricultural and Rural Development Act* (SARDA); Western Transportaion Industrial Development Program (WTID); Native Economic Development Program (NBEDP); Small Business Investment Grant (SBIG); Special Recovery Capital Projects (SRCP); Youth and Summer Job Corp; Prince Edward Island Comprehensive Development Plan; Prince Edward Island Federal Development Management Strategy; New Employment Expansion and Development Program (NEED); Credit Re-Insurance; *Small Business Loans Act* (SBLA); Canadian Industrial Renewal Board (CIRB); Industry and Energy Research and Development (IERD); Program for Export Marketing Development (PEMD); General Development Agreement (GDA).

RIE/XRO-350
Tourism
Description: This class contains information on the growth of tourism in Canada and assistance in the development of federal tourism policy. The promotion of travel to and within Canada and the development of tourism markets through the activities of regional offices located across Canada are listed. *Topics:* Tourism — general; associations, clubs, societies; committees, task forces, working groups; communications, medium and services; companies, corporations, firms; conferences, meetings, symposia; co-operation and liaison; events and attractions; marketing; policy development; research and analysis; tourism development; regional planning and implementation.

Records of the Former Department of Industry, Trade and Commerce

Services Industries Branch

RIE/SEI-380 *Formerly Identified as:* REI/SEI-080
Programs ITC/DREE
Description: This class of records is for programs of the former departments of Industry Trade and Commerce (ITC) and Regional Economic Expansion (DREE) for which no new program exists under DRIE. *Topics:* Institutional Assistance Program, Enterprise Development Program, *Regional Development Incentives Act*, Subsidiary Agreements.

RIE/SEI-385 *Formerly Identified as:* REI/SEI-080
Programs DRIE
Description: This class covers subjects relating to governmental programs carried out by DRIE and includes material on initial contact, request for information, investigation and analysis, project monitoring, financial statement review, and program evaluation. *Topics:* Programs DRIE — General, Industrial and Regional Development Program, Defence Industry Productivity Program, Special Recovery Projects, PEI Comprehensive Development Plan, Canadian Industrial Renewal Board, Industry and Energy Research and Development, Economic and Regional Development Agreements, Program for Export Market Development.

RIE/SEI-390 *Formerly Identified as:* REI/SEI-080
Service Industries — General
Description: This class covers subjects of a general nature relating to branch involvement with various associations, committees, liaison ith government, or provincial departments. *Topics:* Service Industries — General, Acts and Legislation, Associations, Liaison — Federal, Liaison Provincial, Reports, Standards, Trade Agreements.

RIE/SEI-395 *Formerly Identified as:* REI/SEI-080
Construction Industry Development Council
*Description:*This class includes subjects relating to the CIDC which is an advisory body to the Government of Canada on policy matters relating to the construction sector. *Topics:* Construction Industry Development Council — General.

RIE/SEI-400 *Formerly Identified as:* REI/SEI-080
Market Development
Description: This class includes subjects relating to the development of domestic and foreign markets through trade fairs, missions, liaison with various countries to establish markets or project development activities as well as the development of sector or Industry Policy. *Topics:* Market Development — General, Fairs and Exhibitions, Export/Trade Development, Missions and visits, Sector and Policy Development.

RIE/SEI-405 *Formerly Identified as:* REI/SEI-080
Industrial and Regional Development, Manufacturing, Processing and Resource Industries
Description: This class includes subjects relating to the development of Canadian industry within the service industry sector. *Topics:* Industrial Development Manufacturing Processing and Resource Industries — General, Air Industry, Commercial Service Industry, Marine Industry — General, Marine Industry — Canadian Ports Facilities, Traffic Service Industry, Rail Industry, Road Industry, Trading Houses.

Automotive, Marine and Rail

RIE/AMR-410 *Formerly Identified as:* REI/AMR-120
Automotive Marine and Rail — General
Description: This class covers subjects relating to the automotive, marine and rail branch involvement with various associations, committees, and liaison with governments. *Topics:* Automotive, Marine and Rail — General, Associations, Committees, Companies, Liaison — Federal, Industrial Cooperation, Tariffs and Duty Remission, Statistics.

RIE/AMR-415 *Formerly Identified as:* REI/AMR-120
Industries
Description: This class covers subjects relating to reports, statistics

and technical information relating to the Automotive, Marine and Rail Industries. *Topics:* Industries — General, Automotive Industry, Marine Industry, Urban and Rail Industry.

RIE/AMR-420 *Formerly Identified as:* REI/AMR-120
Marketing
Description: This class covers subjects relating to the Marketing of Canadian Equipment, Products and Systems. *Topics:* Marketing — General, Automotive — General, Automotive — USA, Fairs and Exhibitions, Marine, Missions and Visits, Urban and Rail — General, Urban and Rail — USA.

RIE/AMR-425 *Formerly Identified as:* REI/AMR-120
Planning and Analysis
Description: This class includes subjects relating to the Development of Policies and strategies affecting the Automotive, Marine and Rail Sector. *Topics:* Planning and Analysis — General, Automotive, Canada/USA Automotive Products Agreements, Marine, Urban and Rail.

RIE/AMR-430 *Formerly Identified as:* REI/AMR-120
Programs ITC/DREE
Description: This class of records is for programs of the former Department of Industry Trade and Commerce/Regional Industrial Expansion for which no new program in DRIE exists. *Topics:* Programs ITC/DREE — General, Enterprise Development Program, Subsidiary Agreements.

RIE/AMR-435 *Formerly Identified as:* REI/AMR-120
Programs DRIE
Description: This class covers subjects relating to governmental programs carried out by DRIE and includes such material as initial contact, request for information, investigation and analysis, project monitoring, financial statement review and program evaluation. *Topics:* Programs DRIE — General, Industry and Regional Development Program, Defence Industry Productivity Program, Shipbuilding Industry Assistance Program, Western Transportation Industrial Development Program, Special Recovery Capital Projects, Industry and Energy Research and Development, Economic and Regional Development Agreements, Program for Export Market Development.

Communications Branch

RIE/COM-440 *Formerly Identified as:* REI/COM-903
Communications Branch — General
Description: This class covers subjects related to discussions, recommendations and documentation on issues as well as Publicity and Promotional Planning activities of the ADM Sectors. *Topics:* Branch — General, Issues, Planning.

RIE/COM-445 *Formerly Identified as:* REI/COM-903
Audio visual and Book Publications
Description: This class covers subjects relating to the production of photographs, cassettes, motion pictures, individual books, pamphlets, publications. *Topics:* Audio Visual — General, Books and Publications.

RIE/COM-450 *Formerly Identified as:* REI/COM-903
Public Affairs and Media Relations
Description: This class covers subjects relating to the production of media information documents, press clippings and news releases. *Topics:* Public Affairs and Media Relations — General, Media Review, News Releases, Press Clippings.

RIE/COM-455 *Formerly Identified as:* REI/COM-903
Speeches and Lectures
Description: This class covers subjects relating to invitations, arrangements, preparation, policy issues, delivery of speeches and lectures. *Topics:* Speeches and Lectures — General, Speeches and Lectures — Individual.

Operations

RIE/AOP-460
Operations — General (New)
Description: This class relates to operational activities with various associations, committees, liaison with federal or provincial departments. *Topics:* Operations — General, Acts and Legislations, Associations, Committees, Co-operation and Liaison, Grants, Loans and Contributions, Reports.

RIE/AOP-465
Programs ITC/DRE (New)
Description: This class of records is for programs of the former Department of Industry Trade and commerce/Regional Industrial Expansion for which no new program in DRIE exists. *Topics:* Programs ITC/DREE — General, Regional Development Incentives, subsidiary Agreements.

RIE/AOP-470
Programs DRIE (New)
Description: This class covers subjects relating to governmental programs carried out by DRIE and includes such material as initial contact, request for information, investigation and analysis, project monitoring, financial statement review and program evaluation. *Topics:* Programs DRIE — General, Industrial and Regional Development Program, Defence Industry Productivity Program, Special Agricultural and Rural Development Program, *Small Business Loans Act*, Economic and Regional Development Agreements, Program for Export Market Development.

Comptroller

RIE/CLR-475
Comptrollers Office — General (New)
Description: This class relates to liaison activites with various federal and provincial agencies, and provides financial and information services and management support. *Topics:* Comptrollers Office — General, Cooperation and Liaison, Industrial Policy Development, Industrial Assistance.

RIE/CLR-480
Programs ITC/DREE
Descirption: This class of records is for programs of the former Department of Industry Trade and Commerce/Regional Industrial Expansion for which no new program in DRIE exists. *Topics:* Programs ITC/DREE — General, Co-operative Overseas Market Development Program, Institutional Assistance Program, Enterprise Development Program, Magdalen Island Special Area, Product Development Management Program, *Regional Development Incentives Act*, Small Business Assistance Program, Support for Technology Enhanced Productivity, Subsidiary Agreements — General.

RIE/CLR-485
Programs DRIE (New)
Description: This class covers subjects relating to governmental programs carried out by DRIE and includes such material as initial contact, request for information, investigation and analysis, project monitoring, financial statement review and program evaluation. *Topics:* Programs DRIE — General Industrial and Regional Development Program, Regional Development Incentive Program, Defence Industry Productivity Program, Shipbuilding Industry Assistance Program, Industry Labour Adjustment Program, *Special*

Agricultural and Rural Development Act, Western Transportation Industrial Development Program, Native Economic Development Program, *Small Business Investment Grants Act*, Credit Reinsurance Program, Industry and Energy Research and Development, Co-operative Overseas Market Development Program, Local Employment Related Initiative Program, Economic and Regional Development Agreements, Program for Export Market Development.

Small Business Secretariat

RIE/SBS-490 *Formerly Identified as:* RIE/BSP-195
Small Business Secretariat
Description: Classes of records for the Small Business Secretariat within DRIE will be developed from classes previously located in branches within the Department of Industry Trade and Commerce/ Regional Economic Expansion, namely: (ITC) — Samll Business Secretariat: (ITC) — Small Busines Financing Review. For a more complete description of these branches and/or classes, please refer to the section entitled "Records of the former Departments of Industry, Trade and Commerce/Regional Economic Expansion.'

Information Management Branch

RIE/IMB-495
Information Management Branch (New)
Description: Classes of records for Information Management Branch within DRIE will be developed form classes previously located within the Department of Industry Trade and commerce and Regional Economic Expansion, namely Computer Services Branch, Information Resource Management Branch and information management subjects of the Administrative Services Branch.

Emergency Planning

RIE/IRB-525 *Formerly Identified as:* RIE/EMP-160
Emergency Planning — General
Description: This class covers subjects relating to the operational activities of the Emergency Planning Section. *Topics:* Emergency Planning — General, Canadian Civil Emergency Planning, NATO Documents, NATO Planning.

Records of the former Department of Industry, Trade and Commerce

Canadian Government Office of Tourism (CGOT)

The main objective of the CGOT is to sustain the orderly growth of tourism in Canada. This is achieved by promoting travel to and within Canada and developing tourism markets through the activities of officers located in the Department of External Affairs posts abroad and ITC regional offices in Canada; and by assisting in the development and improvement of the Canadian tourism industry. These functions are performed with a maximum of co-ordination of federal, provincial and private sector activities bearing on tourism. The following branches report to the assistant deputy minister of Tourism.

Tourism Marketing Branch

The branch promotes travel to Canada from other countries, travel within Canada by Canadians, and co-ordinates its activities with those of the provinces and territories and the private sector. It provides a focal point for the co-ordination of Canadian public and private sector tourism marketing activities. The branch uses a complex marketing program to both identify the tourism market and to create further demand within the market. It carries out a full range of tourism marketing activities directly from headquarters, and works closely with market development and promotion officers at various posts abroad and at ITC regional offices in Canada.

Tourism Development Branch

The branch promotes growth and improvement in Canadian tourist attractions, facilities and services and helps them to remain competitive in attracting, receiving and catering to the needs of visitors. It analyzes the tourism industry's strengths and weaknesses and, together with private industry and the federal and provincial governments, strives to improve the efficiency and effectiveness of the industry.

The branch consults with regional tourism development officers located across Canada on a continuous basis to ensure that both national and regional tourism development objectives are being met to the fullest extent possible.

Tourism
Description: This class covers information relating to the Canadian Government Office of Tourism's activities and involvement with the public and private sectors, including other government departments and foreign countries, that would not be contained in other classes of records. *Topics:* Tourism — generally; co-operation and liaison; committees; complaints; make-work programs; organizations and associations; trade agreements, negotiations and treaties; companies, corporations and firms; visiting college students. *Special Access Note:* Portions, or all, of this class of records can now be found in the Canadian Government Office of Tourism of DRIE.

Advertising and Direct Mail
Description: This class covers information relating to the advertising of Canada as a tourism destination both in Canada and throughout the world, including advertising campaigns, research and agencies used to promote Canada. *Topics:* Advertising — generally, ad proofs, agencies, campaigns research, solicitations; direct-marketing — generally, campaigns, evaluation, finance, partners, suppliers. *Special Access Note:* Portions, or all, of this class of records can now be found in the Canadian Government Office of Tourism of DRIE.

Communications, Media and Services
Description: This class covers information relating to the development, production and distribution of material used in promoting Canada. *Topics:* Communications, media and services — generally; editorials; films; photographs, slides and transparencies; publications; travel information services. *Special Access Note:* The films themselves are part of the National Film Board Tourism File Program and available through the NFB; photographs, slides and transparencies are kept by the Promotional Production Section of the Canadian Government Office of Tourism. Portions, or all, of this class of records can now be found in the Canadian Government Office of Tourism of DRIE.

Industry Policy Development
Description: This class covers information relating to the development of a national tourism policy in conjunction with other federal and provincial government departments and the tourism industry in Canada. *Topics:* Industry policy development — generally; energy; national tourism plan; industry consultative task force. *Special Access Note:* Portions, or all, of this class of records can now be found in the Canadian Government Office of Tourism of DRIE.

Marketing — Generally
Description: This class covers information relating to activities and involvement as they relate to the development of federal and provincial marketing plans for tourism. *Topics:* Marketing — generally; marketing plans; activity forecasts. *Special Access Note:* Portions, or all, of this class of records can now be found in the Canadian Government Office of Tourism of DRIE.

Marketing Programs and Promotions
Description: This class covers information relating to programs and promotions designed to make the travel trade and the media aware of what Canada offers as a tourist destination, and increase Canadians' awareness of the value of tourism. *Topics:* Programs and promotions — generally; attitude and awareness; co-op advertising; consortia product launch; familiarization tours; local direct marketing; meetings and incentives travel promotions; Rendez-vous Canada; shows, seminars, conferences and events; Visit Canada Program; package tour development; merchandising aid and display material; Canada Marketing Assistance Program (CANMAP). *Special Access Note:* Portions, or all, of this class of records can now be found in the Canadian Government Office of Tourism of DRIE.

Research and Analysis
Description: This class covers information relating to the collection of economic and market data and statistics required for tourism planning and policy formulation. *Topics:* Research and analysis — generally; committees; information request/mailing lists; tourism facilities inventories; tourism futures; tourism industry performance; travel/travellers and non-travellers. *Special Access Note:* Portions, or all, of this class of records can now be found in the Canadian Government Office of Tourism of DRIE.

Tourism Development — Industry Evaluation and Improvement
Description: This class covers information relating to the evaluation and improvement of the tourism industry in Canada. *Topics:* Industry evaluation and improvement — generally; accommodation; manpower education and training; transportation. *Special Access Note:* Portions, or all, of this class of records can now be found in the Canadian Government Office of Tourism of DRIE.

Tourism Development — Regional Planning and Implementation
Description: This class covers information relating to the activities designed to stimulate the growth of the tourism industry in those regions of Canada designated for economic and industrial development. *Topics:* Regional planning and implementation Portions, or all, of this class of records can now be found in the Canadian Government Office of Tourism of DRIE.

Canadian Industrial Renewal Board

The board was set up to assist the restructuring, consolidation and modernization of the textile, clothing and footwear industries, to renew the economic base of communities heavily dependent on those industies, and to help workers affected by the liberalization of world trade in these commodities and by the rationalization process. The board is made up of private and public sector members representing business, labour, consumer interests, the academic community and the federal government.

Under CIRB programs, all textile, clothing and footwear firms in Canada are eligible for financial assistance for restructuring and modernization, for the establishment of common services, and for mergers and acquisitions. Other types of businesses in designated communities can also benefit from CIRB assistance for modernization, expansion and restructuring. As well, assistance to establish new businesses in designated communities is available. Assistance is provided in the form of loans, loan insurance and contributions.

A special package of labour adjustment programs, administered by the Canada Employment and Immigration Commission, is also available for laid-off textile, clothing and footwear workers within the CIRB program framework.

Canadian Industrial Renewal Board — Generally
Description: The class contains information on the activities and functions of the Canadian Industrial Renewal Board, including correspondence on the board of directors and board meetings. *Topics:* Canadian Industrial Renewal Board (CIRB) — generally; committees; conferences, meetings, seminars; board of directors. *Special Access Note:* Portions, or all, of this class of records can now be found in the Canadian Industrial Renewal Board of DRIE.

Policy, Planning and Public Relations
Description: This class has information on the planning and policy activities of the Canadian Industrial Renewal Board (CIRB), including the determination of the efficiency of the program and public relations activities. *Topics:* Policy, planning and public relations — generally; board of directors meetings; regulations; multiyear operational plan; budget; community development strategy; designated communities; sector and subsector strategies; manpower adjustment programs; industrial adjustment strategy; communications and public relations; federal/provincial relations; unions; associations — generally; consumer associations. *Special Access Note:* Portions, or all, of this class of records can now be found in the Canadian Industrial Renewal Board of DRIE.

Sector Firms
Description: This class contains records relating to the delivery of the programs administered by the Canadian Industrial Renewal Board (CIRB) to firms in the textile, clothing and footwear sectors applying for assistance. *Topics:* Sector firms — generally; associations; board of directors meetings; companies, corporations, firms; consultants; co-operation and liaison — federal government departments and agencies; sector profiles; programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Canadian Industrial Renewal Board of DRIE.

Economic Development and Industrial Promotion
Description: This class contains information on the economic development of designated communities, the promotion of local firms in designated communities, as well as those firms wishing to relocate in these communities. Also included are co-operation and liaison activities with labour forces, unions and municipalities. *Topics:* Economic development and industrial promotion — generally; committees, conferences, meetings; press clippings and releases; program context and preoccupations; program recipients; program activities; community data system; community profiles; consultants. *Special Access Note:* Portions, or all, of this class of records can now be found in the Canadian Industrial Renewal Board of DRIE.

Chemicals Branch

This branch monitors, assesses and assists in the development of government policies on chemicals; and plans and executes programs and services designed to promote the establishment, improvement, efficiency, export market development, and general economic growth of the chemicals industry.

Chemicals
Description: This class covers information relating to the branch's activities and involvement with various associations and organizations in the public and private sectors, including federal, provincial and foreign governments, as well as participation in trade fairs and missions, that would not be contained in other classes of records. *Topics:* Chemicals — generally; companies; governments; fairs, missions and industrial co-operation; organizations; policy and special issues; standards; tariffs and remissions. *Special Access Note:* Portions, or all, of this class of records can now be found in the Resource Processing Industries Branch of DRIE.

Products
Description: This class covers information relating to the product development and marketing of chemical products on a national and international basis, and the general economic development of the Canadian chemicals industry, including studies and analysis of the chemicals industry. *Topics:* Products — generally; health care products; industrial chemicals; plastics, rubber and chemical specialties. *Special Access Note:* Portions, or all, of this class of records can now be found in the Resource Processing Industries Branch of DRIE.

Programs
Description: This class covers information relating to branch activities and involvement as they relate to government assistance to the chemical industry in Canada in the form of grants, loans and contributions. *Topics:* Programs — generally; Defence Industry Productivity Program; Enterprise Development Program; Industry and Community Related Development Program; unsolicited proposals; Program for the Advancement of Industry Technology; Program for Export Market Development. *Special Access Note:* Portions, or all, of this class of records can now be found in the Office of Industrial Adjustment of DRIE.

Licensing Opportunities — Generally
Description: This class covers information on manufacturing opportunities pursued, offered and received generally, and manufacturing opportunities evaluated and promoted individually to selected parties, or included in a publicity medium (New Products Bulletin), as well as technology transfer methods and industrial property protection. *Topics:* Licensing opportunities *Access Note:* Portions, or all, of this class of records can now be found in the Communications Branch of DRIE.

Corporate Analysis Branch

The branch serves as the financial and economic analysis centre for the evaluation of industrial development projects. Emphasis is placed on analytical requirements of the Enterprise Development Program, the Defence Industry Productivity Program and the Shipbuilding Industry Assistance Program. It measures and evaluates the financial and economic implications of major departmental initiatives in the industrial development area, as they relate to departmental programs.

Corporate Analysis Branch — Generally
Description: This class covers information relating to branch involvement and activities with the public and private sectors regarding economic analysis and evaluation of industrial development issues. These are of a general nature and not specific to the program class of records. *Topics:* Corporate Analysis Branch — generally; associations, committees, organizations, institutes, societies; conferences and meetings; co-operation and liaison; reports and statistics. *Special Access Note:* Portions, or all, of this class of records can now be found in the Small Business and Special Projects Branch of DRIE.

Programs
Description: This class covers information relating to business and economic evaluations of proposals by companies for assistance under one of the incentive programs identified in the subject topics. *Topics:* Enterprise Development Program; Defence Industry Productivity Program; Shipbuilding Industry Assistance Program. *Special Access Note:* Portions, or all, of this class of records can now be found in the Small Business and Special Projects Branch of DRIE.

Corporate Financial and Systems Branch

The branch is responsible for the management of the corporate financial functions of the Department by establishing, maintaining and operating systems of financial administration to ensure adherence to the pertinent statutory and regulatory requirements of Parliament, Cabinet committees and central agencies, as well as departmental operating and managerial requirements for financial visibility, control and accountability. In addition, the branch is responsible for the integration, development and establishment of computer based corporate management information systems.

These classes are in addition to financial and administrative records listed in the Standard Classes of Records section of the Access Register.

Corporate Systems — Generally
Description: This class contains information on branch involvement with associations and organizations from the public and private sectors, including federal, provincial and foreign governments, as well as the activities relating to the Business Opportunities Sourcing System, that would not be contained in other classes of records. *Topics:* Corporate systems — generally; acts and legislation; associations, committees, organizations, institutes and societies; conferences and meetings; co-operation and liaison; reports and statistics; studies and surveys; trade agreements, negotiations and treaties. *Special Access Note:* Portions, or all, of this class of records can now be found in the Computer Services Branch or Market Development Branch of DRIE.

Computer Based Systems
Description: This class covers information relating to the development, integration and operations of computer based management information systems. *Topics:* Data administration. *Special Access Note:* Portions, or all, of this class of records can now be found in the Computer Services Branch of DRIE.

Corporate Resource Management Branch

The branch is responsible for the departmental resources allocation system and the provision of advice and recommendations to senior management (deputy minister, assistant deputy ministers) respecting allocation and reallocation of resources.

These are in addition to administrative and financial records listed in the Standard Classes of Records section of the Access Register.

Management Improvement and Resource Utilization
Description: This class covers information relating to specific performance measurement systems established for the various departmental programs. *Topics:* Performance measurement — generally; branches; programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Resource Management Branch of DRIE.

Design Canada

This organization is responsible for providing professional and administrative resources necessary to the National Design Council, analyzing and developing policies and programs that have implications for design and new product development in Canadian industry, providing assistance to associations and organizations from the public and private sectors on design proposals and projects, and managing the design assistance programs.

Fairs, Exhibitions, Missions and Visits
Description: This class covers information relating to the promotion of Canadian design through the media of fairs, exhibitions, missions and visits. *Topics:* Fairs and exhibitions; missions and visits. *Special Access Note:* Portions, or all, of this class of records can now be found in the Awards and Design Directorate of DRIE.

Design (Industrial and Product)
Description: This class covers information relating to the development of industrial and product design policies, the branch's involvement with the National Design Council, the managing of design assistance programs, as well as design information and education. *Topics:* Design policy; design awards and competitions; design advisory service; private sector involvement and/or sponsorship in design; special projects; committees; National Design Council; design extension provincial; programs; scholarships; design talent utilizations; design education; grants; lectures and seminars by Design Canada; operations and directorate; case histories; seminars and workshops. *Special Access Note:* Portions, or all, of this class of records can now be found in the Awards and Design Directorate of DRIE.

Research, Surveys and Development
Description: This class covers information relating to industry studies, as well as departmental grants, loans and contibutions programs designed to assist in the development and marketing of Canadian products. *Topics:* Research, surveys and development — generally; programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Awards and Design Directorate of DRIE.

General and Services
Description: This class covers information relating to branch activities and involvement with associations and organizations from the public and private sectors, including federal, provincial and foreign governments. *Topics:* Associations; committees; conferences; companies; governments. *Special Access Note:* Portions, or all, of this class of records can now be found in the Awards and Design Directorate of DRIE.

Electrical and Electronics Branch

This branch monitors, assesses and assists in the development of government policies on the electrical and electronics industry and plans; and executes programs and services designed to promote the establishment, improvement, efficiency, export market development, and general economic growth of the electrical and electronics industries.

Procurement and Purchases
Description: This class covers information relating to branch activities as they relate to procurement and purchasing policies and procedures of the federal government, to ensure that industrial benefit to Canada is achieved when awarding major government contracts in the electrical and electronics industries. *Topics:* Procurement and purchases — generally; aircraft — industrial benefit; communications — industrial benefit; computer and microelectronic — industrial benefit; navigational systems; North Atlantic Treaty Organization — industrial benefit; office machines; rationalization program; ships and shops' systems; simulators; surveillance and control systems; vehicles. *Special Access Note:* Portions, or all, of this class of records can now be found in the Electrical and Aerospace Branch or Automotive, Marine and Rail Branch or Machinery and Electrical Equipment Branch of DRIE.

Electrical and Electronics — Generally
Description: This class covers information relating to branch activities and involvement with the public and private sectors, other departmental organizations, and foreign countries. It includes published and gathered statistics on the electrical and electronics industry that would not be contained in other classes of records. *Topics:* Co-operation and liaison — federal and provincial governments; organizations and associations; technology; standards; statistics; multilateral trade negotiations; tariffs and trade. *Special Access Note:* Portions, or all, of this class of records can now be found in the Electrical and Aerospace Branch or Machinery and Electrical Equipment Branch of DRIE.

Industrial Development
Description: This class covers information relating to branch activities and involvement as they relate to the development of the Canadian manufacturing and processing sectors of the industry; and to government assistance for Canadian firms in the form of grants, loans and contributions. *Topics:* Industrial development — generally; companies — generally; programs — generally; Defence Industry Productivity Program; Defence Development Sharing Program; Industry Modernization for Defence Export Program; defence industry research; Enterprise Development Program; General Adjustment Assistance Program; Industrial Design Assistance Program; Make or Buy Program; Microelectronics Support Program; Program for the Advancement of Industrial Technology; Program for Export Market Development. *Special Access Note:* Portions, or all, of this class of records can now be found in the Electrical and Aerospace Branch or Machinery and Electrical Equipment Branch of DRIE.

Industrial Policy Development
Description: This class covers information relating to branch activities and involvement as they relate to the development of a government industrial policy on horizontal issues (i.e., energy), and electrical and electronics issues, including data relating to export control. *Topics:* Horizontal issues; COCOM; space industry restructuring; electrical and electronics; electrical profiles; electronics profiles. *Special Access Note:* Portions, or all, of this class of records can now be found in the Electrical and Aerospace Branch or Machinery and Electrical Equipment Branch of DRIE.

Marketing
Description: This class covers information relating to branch activities and involvement as they relate to the assistance given to Canadian firms in the marketing of their equipment, products and systems. *Topics:* Marketing — generally; economic intelligence reports; promotional projects; fairs and missions; missions and visits; products; industrial co-operation; projects. *Special Access Note:* Portions, or all, of this class of records con now be found in the Electrical and Aerospace Branch or Machinery and Electrical Equipment Branch of DRIE.

Financial Policy and Liaison Branch

The branch co-ordinates policy and liaison with Crown corporations, agencies and financial institutions in the private sector. It is responsible for the development and co-ordination of advice on the financial implications of policies and programs across the Department.

Financial Policy and Liaison — Generally
Description: This class covers information relating to branch activities and involvement with various associations, organizations and firms from the public and private sectors, as well as activities with other sectors of Industry, Trade and Commerce which are not contained in other classes of records. *Topics:* Financial policy and liaison — generally; acts and legislation; associations, committees, organizations, institutes, societies; conferences and meetings; co-operation and liaison: companies, corporations and firms, federal and provincial; corporate finance and analysis. *Special Access Note:* Portions, or all, of this class of records can now be found in the Small Business and Special Projects Branch and Policy Branch of DRIE.

Domestic Financial Institutions and Markets
Description: This class covers information relating to the activities of Canadian financial institutions and the analysis and review of investment and financial markets. *Topics:* Financial institutions — generally; Canada Development Corporation; Canadian chartered banks; economic development; Federal Business Development Bank; financial markets; investment. *Special Access Note:* Portions, or all, of this class of records can now be found in the Small Business and Special Projects Branch and Policy Branch of DRIE.

Export Promotion and Financing
Description: This class covers information relating to foreign and domestic institutions, including government programs, providing export promotion and financing facilities. *Topics:* Export promotion and financing — generally; Canadian; countries; export financing studies; foreign; international arrangements. *Special Access Note:* Portions, or all, of this class of records can now be found in the Small Business and Special Projects Branch and Policy Branch of DRIE.

Official Development Assistance and International Financial Institutions
Description: This class covers information relating to international organizations and associations whose work affects export promotion and financing. *Topics:* Official Development Bank; Asian Development Bank; Canadian International Development Agency

(CIDA); Caribbean Development Bank; Commonwealth Secretariat; Inter-American Development Bank; Organization for Economic Co-operation and Development (OECD); United Nations; World Bank Group. *Special Access Note:* Portions, or all, of this class of records can now be found in the Small Business and Special Projects Branch and Policy Sector Branch of DRIE.

Food Branch

This branch monitors, assesses and assists in the development of government policies on agriculture, fisheries and food products; and plans and executes programs and services designed to promote the establishment, improvement, efficiency, export market development, and general economic growth of the agriculture, fisheries and food industries.

Agriculture, Fish and Food Products — Generally

Description: This class covers information relating to branch activities and involvement with various associations and organizations from both the public and private sectors and other countries as well as missions and visits, trade fairs and market survey data that would not be contained in other classes of records. *Topics:* Agriculture, fisheries and food products clubs, societies; energy conservation and reduction; fairs and missions; food industry; market surveys; missions and visits; tariffs; trade agreements, negotiations, treaties; transportation; food and agricultural organization (FAO). *Special Access Note:* Portions, or all, of this class of records can now be found in the Food and Consumer Products Branch of DRIE.

Agricultural Products

Description: This class covers information relating to the production and marketing, nationally and internationally, of agricultural products, including world market situations and the general economic development of the Canadian agricultural industry. *Topics:* Agriculture and agricultural products — generally; agricultural products; feeds; fresh fruits; fresh vegetables; pulses; seeds; tobacco. *Special Access Note:* Portions, or all, of this class of records can now be found in the Food and Consumer Products Branch of DRIE.

Fisheries and Fish Products

Description: This class covers information relating to the production and marketing on a national and international basis of fish products, including world market situations; and the general economic development of the Canadian fisheries and fish products industry. *Topics:* Fisheries and fish products — generally; aquaculture; companies; foreign countries; fresh water species; groundfish; industrial fishery producers; marine mammals; marine plants — algae; pelagic species; provinces; roes, caviar; salmonids; sharks, swordfish; shellfish. *Special Access Note:* Portions, or all, of this class of records can now be found in the Food and Consumer Products Branch of DRIE.

Grocery Products

Description: This class covers information relating to the production and marketing of grocery products on a national and international basis, including marketing situations and the general economic development of the grocery products industry in Canada. *Topics:* Grocery products — generally; baked goods; beverages; fruits and vegetables; grain-based products; international commodities; processed foods. *Special Access Note:* Portions, or all, of this class of records can now be found in the Food and Consumer Products Branch of DRIE.

Livestock, Meat and Dairy Products

Description: This class covers information relating to the production and marketing of livestock, meat and dairy products on a national and international basis, including world market situtations, as well as regulations on the importing and exporting of livestock, and the general economic development of this industry in Canada. *Topics:* Livestock, meat and dairy products — generally; dairy products; fur products; livestock; meat; poultry. *Special Access Note:* Portions, or all, of this class of records can now be found in the Food and Consumer Products Branch of DRIE.

Programs

Description: This class covers information relating to the grants, loans and contributions programs designed to assist the agriculture, fisheries and food products industries in the development and marketing of their products. *Topics:* Programs — generally; Agriculture and Food Products Market Development Assistance Program (AGMAP); Enterprise Development Program (EDP); Industrial Energy Research and Development Program (IERD); Industry and Labour Adjustment Program (ILAP); Program for Advancement of Industrial Technology (PAIT); Program to Enhance Productivity (PEP); Program for Export Market Development (PEMD); programs for other departments Economic Expansion. *Special Access Note:* Portions, or all, of this class of records can now be found in the Office of Industrial Adjustment of DRIE.

Import Analysis Directorate

The directorate is the focal point for in-depth analysis of import replacement opportunities which involves the gathering and analysis of import data and related material on foreign competition and foreign marketing practices. It is responsible for the production of detailed analyses of imports for individual companies and ITC as required by the *ITC Act*. There is close contact with industry associations and organizations and private companies, as well as provincial governments and their industrial development organizations, other federal departments and industry sector branches of ITC.

Import Analysis Directorate — Generally

Description: This class covers information relating to the gathering of import data and correspondence with companies relating to reports and statistics of individual commodity imports, and the identification of import replacement opportunities as required by the *Industry, Trade and Commerce Act*. *Topics:* Company files (arranged alphabetically); projects (arranged by statistics commodity codes). *Special Access Note:* Portions, or all, of this class of records can now be found in the Market Development Branch of DRIE.

Machinery Branch

This branch plans, develops, assesses and executes policies, programs and services designed to promote the establishement, improvement, efficiency, export market development and general economic development of the machinery industry.

Procurement and Purchases

Description: This class covers information relating to branch activities as they relate to procurement and purchasing policies and procedures of the federal government to ensure industrial benefit to Canada is achieved when awarding major government contracts in the machinery industry. *Topics:* Procurement and purchases — generally. *Special Access Note:* Portions, or all, of this class of records can now be found in the Machinery and Electrical Equipment Branch of DRIE.

Machinery — Generally

Description: This class covers information relating to branch activities and involvement with the public and private sectors, and federal, provincial and foreign governments. It also includes studies, standards, statistics and trade agreements for the machinery industry that would not be contained in other classes of records. *Topics:* Machinery — generally; co-operation and liaison; committees; organizations and associations; standards; studies; statistics; tariffs; trade agreements, negotiations and treaties. *Special Access Note:* Portions, or all, of this class of records can now be found in the Machinery and Electrical Equipment Branch of DRIE.

DEPARTMENT OF REGIONAL INDUSTRIAL EXPANSION

Industrial Development
Description: This class covers information relating to branch activities and involvement relating to the development of the Canadian sector of the machinery industry, and to government incentives and assistance for Canadian firms in the form of grants, loans, contributions and write-offs. *Topics:* Industrial development — generally; companies; programs — generally; energy conserving equipment — class 34; Enterprise Development Program; foreign investment — reviews and assessments; Industrial Design Assistance Program; industrial technology; Program for Enhanced Productivity; Program for Export Market Development; Regional Economic Development Program; Shipbuilding Industry Performance Improvements Program; Unsolicited Proposals Program. *Special Access Note:* Portions, or all, of this class of records can now be found in the Machinery and Electrical Equipment Branch of DRIE.

Industrial Policy Development
Description: This class covers information relating to branch activities and involvement as they relate to the development of a government industrial policy on horizontal issues (i.e., energy) and on the machinery industry. *Topics:* Industrial policy development — generally; economic intelligence; horizontal issues; industry sector profiles; machinery industry (vertical issues); nuclear power. *Special Access Note:* Portions, or all, of this class of records can now be found in the Machinery and Electrical Equipment Branch of DRIE.

Trade Development
Description: This class covers information relating to the development of foreign trade through fairs, exhibitions and missions, and advising Canadian industry of export opportunities and joint ventures. *Topics:* Trade development — generally; fairs and exhibitions; missions and visits; industrial co-operation; equipment and machinery. *Special Access Note:* Portions, or all, of this class of records can now be found in the Machinery and Electrical Equipment Branch of DRIE.

Machinery and Equipment Advisory Board — Generally
Description: This class covers information relating to applications by importers to the Machinery and Equipment Advisory Board for duty remission on the importation of machinery equipment which is not available from production in Canada, as well as information from Canadian companies regarding various types of machinery and equipment they make in Canada. *Topics:* Machinery and Equipment Advisory Board — generally; application for duty remission; machinery and equipment made in Canada. *Special Access Note:* Portions, or all, of this class of records can now be found in the Machinery and Electrical Equipment Branch of DRIE.

Office of Policy Analysis

The office conducts various policy and analytical studies in support of the Department's aims and objectives. It consists of three components, all of which share common classes of records.

Trade and Structural Analysis Directorate

This directorate is responsible for carrying out in-depth analytical projects relating to international economics and industrial development issues. The studies focus on the impact of these areas on the structure of the Canadian economy and associated medium-term economic policy. Special attention is given to the analysis of energy developments, new trading relationships and the sectoral development of the Canadian economy. The directorate represents DRIE in a number of international and inter-departmental organizations.

Economic Intelligence Directorate

The directorate is responsible for the analysis and assessment of short-term economic developments, both in Canada and in the world at large. It provides regular written and oral briefings and reports on these developments to the ministers, policy committee and other departmental units.

Micro Economic Analysis Directorate

The directorate provides the Department with economic and statistical analysis of selected major issues. The analysis focuses on selected labour market and industrial adjustment problems, technological change, research and development issues and the nature and function of multi-national enterprises, as well as the broad issues raised by foreign ownership and control. The directorate is responsible for conducting the bi-annual surveys of capital investment intentions and the Foreign-Owned Subsidiaries Survey. The directorate also co-ordinates the departmental position on major statistical issues and problems.

Economic Policy and Analysis — Generally
Description: This class covers information relating to branch activities and involvement with the public and private sectors, including other departmental organizations, that would not be contained in other classes of records. *Topics:* Economic policy and analysis — generally; companies, corporations, firms; corporation returns survey; Inter-departmental Committee on Trade and Industrial Policies; political and national issues; program evaluation; studies. *Special Access Note:* Portions, or all, of this class of records can now be found in the Policy Sector Branch of DRIE.

Databases and Information Systems
Description: This class covers information relating to branch activities and involvement in the development and operation of databases and information systems. *Topics:* Databases and information systems; computer services and consultants; data banks; International Trade Data Bank; models Project; Federal Labour Incentives Program. *Special Access Note:* Portions, or all, of this class of records can now be found in the Policy Sector Branch of DRIE.

Economy
Description: This class covers information relating to reviews and surveys by the branch of national and international economic issues and their implication for the Department's policies. *Topics:* Economy — generally; economic situation and outlook; inflation; investment; capital investment survey; productivity and competitiveness; regional development. *Special Access Note:* Portions, or all, of this class of records can now be found in the Policy Sector Branch of DRIE.

Government Policies
Description: This class covers information relating to branch activities and involvement with government-wide policy issues as they affect industrialization and trade matters. *Topics:* Government policies — generally; competition; energy; fiscal; income (wage and price controls); manpower and employment; science and technology. *Special Access Note:* Portions, or all, of this class of records can now be found in the Policy Sector Branch of DRIE.

Industrial Development
Description: This class covers information relating to branch reviews and studies of Canada's industrial development policies and strategies. *Topics:* Industrial development — generally; incentives and disincentives; industrial support programs; Enterprise Canada — 77; industries studies/information; textile and clothing industry; post quota clothing and footwear prices; resource upgrading. *Special Access Note:* Portions, or all, of this class of records can now be found in the Policy Sector Branch of DRIE.

International Issues
Description: This class covers information relating to international trade, development and co-operation matters such as markets, agreements, negotiations, treaties, tariffs as identified in the subject topics. *Topics:* International relations; trade agreements, negotiations, treaties; export programs; organization for Economic Co-operation and Development; General Agreement Trade and Tariff (GATT);

Multilateral Trade Negotiations (MTN); multinational enterprises; tariffs.

Office of Policy Co-ordination

The objective of the office is to ensure the various policy and program proposals for consideration by the Minister of DRIE are adequately formulated, co-ordinated, and integrated into a coherent set of initiatives departmentally, within the framework of the government's overall economic development, policy direction, and priorities. It supports the departmental policy committee in the drafting, formulation and recommendation of policies and programs concerned with international trade and recommendation of policies and programs concerned with international trade and industrial/regional development. It also prepares the departmental strategic plan identifying key industrial development policy issues and advises senior management on regional and federal/provincial concerns. The office is composed of three directorates: Trade and Industrial Policy, Regional Policy and General Policy.

Trade and Industrial Policy

This directorate is responsible for the formulation, co-ordination, and integration of various departmental trade and industrial development policies and strategies. It focuses on sectoral manufacturing strategies and projects.

Regional Policy

This directorate is responsible for the formulation, co-ordination and integration of the regional dimensions of departmental industrial and trade policies, and for the co-ordination of departmental policies and strategies with the regional economic development policies of the Department of Regional Industrial Expansion, and central agencies concerned with policy matters.

General Policy

This directorate is responsible for the formulation, co-ordination and integration with the national industrial and trade policy framework, of departmental activities concerned with the complex of industrial development policy issues related to resource industries and energy development, and with industrial innovation.

General Policy
Description: This class covers information relating to the planning, development and co-ordination of policies within DRIE. *Topics:* Strategic planning; industrial innovation; industrial and regional benefits; shipbuilding; export financing; government procurement; energy related issues; resource industries policies. *Special Access Note:* Portions, or all, of this class of records can now be found in the Policy Sector Branch of DRIE.

Trade and Industrial Policy
Description: This class covers subjects relating to the formulation and recommendation of policies dealing with trade or industrial development. *Topics:* Industrial development policies; sectoral manufacturing strategies and projects; Industrial Opportunities Program; small business; trade strategy. *Special Access Note:* Portions, or all, of this class of records can now be found in the Policy Sector Branch of DRIE.

Regional Policy
Description: This class covers subjects and issues relating to the development of policies and strategies at the regional or federal-provincial level. *Topics:* Regional development policies and strategies; provincial industrial policies; federal-provincial policies; common market issues; locational investment issues. *Special Access Note:* Portions, or all, of this class of records can now be found in the Policy Sector Branch of DRIE.

Programs Branch

The branch is responsible for the overall central management and control of the majority of the the Department's funded programs, including the Interfirm Comparison Program, which is aimed at assisting individual companies in improving their productivity and profitability by identifying their relative strengths and weaknesses in comparison with others. It provides budgeting, evaluation and monitoring services for the programs, and gives detailed financial and economic evaluation assistance to organizational units engaged in program administration.

Programs — Generally
Description: This class covers information relating to branch activities and involvement with organizations and associations in the public and private sectors, and federal and provincial governments. It includes statistics and reports that would not be contained in other classes of records. *Topics:* Programs — generally; associations and organizations; co-operation and liaison; reports and statistics. *Special Access Note:* Portions, or all, of this class of records can now be found in the Program Development and Operations Branch of DRIE.

Defence Industry Productivity Program
Description: This class covers information relating to branch activities as it relates to the management and control of the Defence Industry Productivity Program. *Topics:* Defence Industry Productivity Program — generally; research and development — generally; research and development — projects; industry modernization for defence export — generally; industry modernization for defence export — projects. *Special Access Note:* Portions, or all, of this class of records can now be found in the Policy Planning and Control Branch of DRIE.

Enterprise Development Program
Description: This class covers information relating to branch activities as it relates to the management and control of the Enterprise Development Program. *Topics:* Enterprise Development Program — generally; co-operation and liaison; legal matters; policy and procedures; program audit and evaluation; project files; reports and statistics; EDP board, panel; central board; Industry and Community Development Panel; innovation panel; microelectronics panel; regional boards. *Storage Medium:* Microfilm. *Special Access Note:* Portions, or all, of this class of records can now be found in the Program Development and Operations Branch of DRIE.

Interfirm Comparison and Productivity Improvement
Description: This class covers information relating to branch involvement and activities with the public and private sectors regarding productivity improvement and that are not specific to the industry comparison class of records. *Topics:* Interfirm comparison and productivity improvement co-operation and liaison; productivity. *Special Access Note:* Portions, or all, of this class of records can now be found in the Market Development Branch or Program Development and Operations Branch of DRIE.

Industry Comparisons
Description: This class covers information relating to reports and studies of groups of companies comparing their overall performance with their competitors, thereby enabling them to improve their productivity and competitiveness. *Topics:* Industry comparisons — generally; agriculture, fisheries and food products; chemicals; construction and consulting services; electrical and electronics; grains marketing; machinery; resource industries; textile and consumer products; transportation. *Special Access Note:* Portions, or all, of this class of records can now be found in the Program Development and Operations Branch of DRIE.

Program for Export Market Development
Description: This class covers information relating to branch activities as it relates to the management and control of the Program for Export Market Development. *Topics:* Program for Export Market Development (PEMD) — generally; project files; co-operation and

liaison (branches, regional offices); associations, committees, task forces. *Special Access Note:* Portions, or all, of this class of records can now be found in the Program Development and Operations Branch of DRIE.

Special Programs
Description: This class covers information relating to branch activities in relation to the management and control of special programs, including the *Small Business Loans Act;* Business Council Program; Credit Reinsurance Program; and Industry, Energy Research and Development Program. *Topics:* Special programs — generally; *Small Business Loans Act;* Business Councils Program; Credit Reinsurance Program. *Special Access Note:* Portions, or all, of this class of records can now be found in the Program Development and Operations Branch of DRIE.

Policy and Special Services
Description: This class covers information relating to the development of program policies and of management information systems, as well as the implementation of recommended changes to program design, delivery and control systems. *Topics:* Policy and special services — generally; development of program policies; program evaluation implementation; management information systems; forecast of program expenditures. *Special Access Note:* Portions, or all, of this class of records can now be found in the Program Development and Operations Branch of DRIE.

Program Evaluation Branch

This branch initiates departmental evaluation activities, advises senior management on program effectiveness, and responds to departmental management needs by providing senior departmental managers and program managers with information that supports the decision-making process and contributes to the management planning and control processes.

Program Evaluations — Generally
Description: This class covers information relating to program evaluation policies, mandate, objectives and guidelines. It also includes individual program evaluations conducted by the sector branches in which the Program Evaluation Branch acts only in an advisory capacity. *Topics:* Program evaluation — generally; agencies, institutes, societies and other government departments; committees and meetings; Deputy Minister Overview System; Industrial Opportunities Program; other evaluations; program component evaluations. *Special Access Note:* Portions, or all, of this class of records can now be found in the Program Evaluation Branch of DRIE.

Resource Industries Branch

The branch initiates, develops and promotes trade and industrial policies and programs pertaining to the Canadian metals, minerals and forest products industries. It also implements new approaches and assesses the impact of new policies or initiatives on resource-based industries by providing direct assistance to industry, planning and executing programs directed to the further development of the industry in Canada, and by representing the industry at international conferences and seminars.

Resource Industries — Generally
Description: This class covers information relating to branch activities and involvement with organizations and associations in the public and private sectors, and federal and provincial governments. It includes statistics and trade agreements for the resource industries that would not be contained in other classes of records. *Topics:* Resource industries — generally; co-operation and liaison; industrial co-operation; organizations and associations; statistics; trade agreements, negotiations and treaties. *Special Access Note:* Portions, or all, of this class of records can now be found in the Resource Processing Industries Branch of DRIE.

Industrial Development
Description: This class covers information relating to branch activities and involvement as they relate to the development of a government industrial policy on horizontal issues (i.e., competition policy); the development of the Canadian sector of the resource industries; and assistance for Canadian firms in the form of grants, loans and contributions. *Topics:* Industrial development — generally; companies; horizontal issues; programs equipment and assessments; Industrial Design Assistance Program; Program for the Advancement of Industrial Technology; Program for Export Market Development; Program to Enhance Productivity; Unsolicited Proposals Program; Regional Economic Program; research and development; Community-Based Industrial Adjustment Program; Industry Energy Research and Development Program. *Special Access Note:* Portions, or all, of this class of records can now be found in the Office of Industrial Adjustment Branch or Resource Processing Industries Branch of DRIE.

Forest Products
Description: This class covers information relating to the planning and execution of services designed to promote the establishment, improvement, efficiency, export market development, and general economic development of the forest products industry. *Topics:* Forest products — generally; fairs, exhibitions, missions and visits; sector profiles; standards. *Special Access Note:* Item 3 — reports on Word Processing System. Portions, or all, of this class of records can now be found in the Resource Processing Industries Branch of DRIE.

Metals and Minerals
Description: This class covers information relating to the planning and execution of services designed to promote the establishment, improvement, efficiency, export market development, and general economic development of the metals and minerals industries. *Topics:* Metals and minerals — generally, fairs, exhibitions, missions and visits; sector profiles; standards. *Special Access Note:* Item 3 — reports on Word Processing System. Portions, or all, of this class of records can now be found in the Resource Processing Industries Branch of DRIE.

Small Business Secretariat

The secretariat is responsible for the development and assessment of national policies and programs affecting small business. It provides support to the Minister of State for Small Business in carrying out his or her duties, and maintains contact with the provinces and industry groups on small business matters. The secretariat takes the lead in special assignments relating to small business, which often cover a broad range of interest areas and involve other branches and departments, and prepares recommendations and Cabinet documents resulting from these activities.

Small Business Secretariat — Generally
Description: This class covers information relating to branch activities and involvement with various associations and organizations from the public and private sectors, as well as co-operation and liaison with federal, provincial and foreign governments, which is not included in other classes of records. *Topics:* Small Business Secretariat — generally; acts and legislation; complaints and enquiries; associations, committees, organizations, institutes, societies; briefings; Business Council programs; conferences and meetings; co-operation and liaison; human resources; reports and statistics; studies and surveys; trade agreements, negotiations and treaties. *Special Access Note:* Portions, or all, of this class of records can now be found in the Small Business Secretariat Branch of DRIE.

Financial Policy
Description: This class covers information relating to the availability of capital and initiatives to improve the financing environment for

small business in Canada. *Topics:* Financial policy — generally; capital markets; equity financing; federal programs; foreign programs; sources of Canada; taxation matters; venture capital. *Special Access Note:* Portions, or all, of this class of records can now be found in the Small Business Secretariat Branch of DRIE.

Special Projects
Description: This class covers information relating to special programs and projects to assist small business and federal government procurement policies when dealing with small business. *Topics:* Special projects — generally; Small Business Internship Program; other related programs; procurement; sub-contracting program. *Special Access Note:* Portions, or all, of this class of records can now be found in the Small Business Secretariat Branch of DRIE.

Advocacy Office
Description: This class covers information relating to complaints, enquiries from small business on government regulations, red tape and paper burden, including information concerning associations. *Topics:* Paper burden and Advocacy Office — generally; federal and provincial departments; Chambers of Commerce; associations; discussion papers; cabinet committee; general literature; conferences; ministers' dockets; public relations speeches; reports and statistics. *Special Access Note:* Portions, or all, of this class of records can now be found in the Small Business Secretariat Branch of DRIE.

Small Business Financing Review Task Force

The task force was established to examine the effect of government policies, programs, institutions, regulations and tax measures on small business and the private sector capital markets.

Operations
Description: This class covers information relating to examinations of government policies, assistance, and programs in relation to small business, including studies of small business financing in Canada and foreign countries. *Topics:* Small Business Financing Review — generally; federal assistance; organizations, associations, companies; small business financing in foreign countries; studies and surveys. *Special Access Note:* Portions, or all, of this class of records can now be found in the Small Business Secretariat Branch of DRIE.

Surface Transportation Branch

This branch monitors, assesses and assists in the development of government policies on surface transportation, and plans and executes programs and services designed to promote the establishment, improvement, efficiency, export market development and general economic growth of the surface transportation industry.

Surface Transportation — Generally
Description: This class covers information relating to branch activities and involvement with various associations and organizations from the public and private sectors, including other departmental organizations. It also covers participation in trade fairs and missions, surveys, and studies relating to surface transportation that would not be contained in other classes of records. *Topics:* Surface transportation — generally; associations, clubs and societies; committees, task forces, conferences and meetings; companies, corporations, firms; co-operation and liaison; fairs and exhibitions; industrial co-operation; missions and visits; project studies; promotional projects; sector profiles; statistics; tariffs and duty remissions. *Special Access Note:* Portions, or all, of this class of records can now be found in the Automotive Marine and Rail Branch of DRIE.

Industrial Development
Description: This class covers information relating to departmental grants, loans and contributions programs designed to provide assistance to the surface transportation industry and surface transportation equipment manufacturers. *Topics:* Programs — generally; Defence Industry Productivity (DIP); Enterprise Development Program (EDP); General Adjustment Assistance Program (GAAP); Industrial Design Assistance Program (IDAP); Industrial Energy Research Development Program (IERD); Industry Modernization for Defence Export Program (IMDE); Program for Export Market Development (PEMD); Make or Buy Program (unsolicited proposals). *Special Access Note:* Portions, or all, of this class of records can now be found in the Automotive Marine and Rail Branch of DRIE.

Vehicle and Rail System Industries
Description: This class covers information relating to the development of government policies on the vehicle and components industries and the railway industry, as well as the planning and execution of services designed to promote the establishment, improvement, efficiency, export market development and general economic growth of the vehicle system and rail industries. *Topics:* Vehicle and rail system industries — generally; auto parts; markets; motor vehicles; urban transportation; railways. *Special Access Note:* Portions, or all, of this class or records can now be found in the Automotive, Marine and Rail Branch of DRIE.

Automotive Task Force
Description: This class covers information relating to the task force's activities and involvement with organizations and associations in the public and private sectors; analysis of industrial statistics and examination of trade issues and marketing as they relate to the automotive aftermarket industry. *Topics:* Automotive Task Force — generally; associations; automotive industry analysis; committees, conferences, meetings; companies, firms; industrial development; markets; statistics; trade issues. *Special Access Note:* Portions, or all, of this class of records can now be found in the Automotive, Marine and Rail Branch of DRIE.

Technology Branch

This branch is responsible for science and technology matters in support of industrial trade objectives. It formulates and monitors policies and programs to promote industrial research and development, innovation, and the use of advanced technology in Canada. It also provides information and advice to management and other federal institutions on these topics. The branch administers programs to assist universities and non-profit organizations, and is the Department's representative in inter-departmental national and international scientific and technological activities.

Technology — Generally
Description: This class covers information relating to branch activities and involvement with various associations and organizations from the public and private sectors, and with federal, provincial and foreign governments, that would not be contained in other classes of records. *Topics:* Technology — generally; acts and legislation; associations, organizations, institutes, committees and societies; conferences and meetings; co-operation, and liaison; reports and statistics; standards and certification; studies and surveys; trade agreements, negotiations and treaties. *Special Access Note:* Portions, or all, of this class of records can now be found in the Office of Industrial Innovation Branch of DRIE.

Programs
Description: This class covers information relating to assistance for research and development, productivity, marketing and innovation in the field of science and technology assistance for international business studies and the provision of management advice. *Topics:* Programs — generally; Centres of Advanced Technology; Centres for International Business Studies; Defence Industry Productivity Program (DIPP); Enterprise Development Program (EDP); Industrial Energy Research Development (IERD); Industrial Innovation Centres institutes; management advisory institutes; Program for the Advancement of Industrial Technology (PAIT);

technological innovation studies. *Special Access Note:* Portions, or all, of this class of records can now be found in the Office of Industrial Innovation Branch of DRIE.

Technical Information
Description: This class covers information relating to correspondence and literature relating to Canadian industries to provide an information bank for industrial research and development. *Topics:* Technical information — generally; chemicals; electrical and electronics; energy; machinery industries; resource industries. *Special Access Note:* Portions, or all, of this class of records can now be found in the Office of Industrial Innovation Branch of DRIE.

Textiles and Consumer Products Branch

This branch monitors, assesses and assists in the development of government policies on textiles, clothing, footwear, leisure products, furniture, and cultural industries; and plans and executes programs and services designed to promote the establishment, improvement, efficiency, export market development and general economic growth of the textiles and consumer products industries.

Textiles and Consumer Products — Generally
Description: This class covers information relating to branch activities and involvement with various associations and organizations from the public and private sectors, including federal and provincial governments, as well as its participation in trade fairs and exhibitions. It also covers standards and statistics relating to the textiles and consumer products industries that would not be contained in other classes of records. *Topics:* Textiles and consumer products — generally; exports and imports; fairs and exhibitions, missions and visits; governments; international organizations; standards; statistics. *Special Access Note:* Portions, or all, of this class of records can now be found in the Office of Industrial Adjustment Branch of DRIE.

Leisure Industries
Description: This class covers information relating to the planning and excution of services designed to promote the establishment, improvement, efficiency, export market development and general economic development of the leisure products industry. *Topics:* Leisure industries — generally; associations; book programs; companies; fairs and exhibitions; missions and visits; products. *Special Access Note:* Portions, or all, of this class of records can now be found in the Food and Consumer Products Branch of DRIE.

Furniture Industry
Description: This class covers information relating to the planning and execution of services designed to promote the establishment, improvement, efficiency, export market development and general economic development of the furniture industry. *Topics:* Furniture industry — generally; fairs and exhibitions; missions and visits; products. *Special Access Note:* Portions, or all, of this class of records can now be found in the Food and Consumer Products Branch of DRIE.

Records of the Former Department of Regional Economic Expansion

Analysis and Liaison Branch

This branch consists of three divisions: Economic Development Analysis, which undertakes economic and social analysis on an inter-regional basis; Policy Analysis, which identifies and evaluates broad regional economic development issues; and Program Analysis and Liaison, which monitors initiatives proposed by the regions in terms of their national or inter-regional implications, and maintains liaison both within the Department and with other departments to promote policy consistency.

Liaison and Briefing
Description: This class covers information relating to external and intra-departmental liaising and regular briefings for the Minister and senior management. *Topics:* Other government department programs, reports and critiques; participation in other government departments' committees; external liaison; foreign industrial prospects. *Special Access Note:* Portions, or all, of this class of records can now be found in the Small Business and Special Projects Branch and Policy Sector Branch of DRIE.

Departmental Program Analysis
Description: This class covers information relating to analysis of former DREE Programs. *Topics:* Cape Breton initiatives; cost sharing arrangements for general development agreements; industrial adjustments and developments; program evaluation; subsidiary agreement reports; regional disparities; DREE expenditure by electoral district; native programs; regional initiatives. *Special Access Note:* Portions, or all, of this class of records can now be found in the Small Business and Special Projects Branch, Policy Sector Branch and Program Development and Operations Branch of DRIE.

Policy and Legislative Follow-up to the Strategic Overview
Description: This class covers information relating to strategic and tactical planning and detailed policy, program and legislative development. *Topics:* Regional constraints; Regional Development Fund; strategic overview; Indian benefits from federal government employment and regional initiatives; community and rural economic development; Business Assistance Program; Local Economic Development Assistance (LEDA); legislation review; Constitution. *Special Access Note:* Portions, or all, of this class of records can now be found in the Policy Sector Branch of DRIE.

Tilting Other Government Department Policies
Description: This class covers information relating to substantive briefings on items for the Cabinet Committee on Economic Development and ongoing participation on inter-departmental committees. *Topics:* New fighter procurement; Canadian Patrol Frigate Program; Employment Development Fund; government procurement; Iles de la Madeleine; shipbuilding policy; Industrial Opportunity Program; small business initiatives; petrochemical industry. *Special Access Note:* Portions, or all, of this class of records can now be found in the Policy Sector Branch of DRIE.

Regional Strategies
Description: This class covers information relating to co-ordinating and participating in the preparation of federal and departmental regional development strategies. *Topics:* Strategic overviews; regional strategies; energy consultation with regions; provincial economic development strategies. *Special Access Note:* Portions, or all, of this class of records can now be found in the Policy Sector Branch of DRIE.

Analytic Projects
Description: This class covers information relating to major analytic projects as a backup for policy development and inter-departmental communication. *Topics:* Tax expenditures, labour market gap analysis; initiatives to promote high technology growth in the regions of Canada; natives; linkages; local development initiatives; cluster analysis; major projects; energy demand analysis. *Special Access Note:* Portions, or all, of this class of records can now be found in the Policy Sector Branch of DRIE.

Data Co-ordination
Description: This class covers information relating to maintaining and developing a database on regional statistics and providing statistical analysis for headquarters, field offices, other government departments, and other clients. *Topics:* Real income differential by region, by occupation; Provincial and Regional Data Directory; changes in investment by region; layoff in Ontario communities; employment potential in Ontario; COMDAT 80; bankruptcy statistics; employment and unemployment by province, sex and age groups;

migration rate by age and sex; data bank franchise; statistical policy. *Special Access Note:* Portions, or all, of this class of records can now be found in the Policy Sector Branch of DRIE.

Industrial Incentives Branch Operational Planning Division

The division provides guidance on the planning and operation of the Regional Development Incentives Program (RDIP) as well as policy advice on industrial matters concerning other departments, issues operational guidelines for the RDIP and monitors adherence across the country.

Incentives
Description: This class covers information relating to planning and operation of the Regional Development Incentives Program (RDIP) and policy advice on industrial incentives matters concerning other departments. *Topics:* Policy; operating guidelines; legislative reviews; designated regions; industrial promotion; requests for assistance; Departmental Incentives Data System (DIDS) detailing disposal of individual incentives applications; double depreciation for new products. *Special Access Note:* Computer system (DIDS) arranged by company or individual name, province, location and standards industrial classification. Portions, or all, of this class of records can now be found in the Program Development and Operations Branch and Regional Offices of DRIE.

Incentives — Operational Planning
Description: This class covers information relating to development, implementation, monitoring, evaluation and modification of the decentralized incentives program. *Topics:* Research, surveys and studies relating to impact of incentives programs completed, rejected or discontinued projects, equity investment; assessment of industrial policies; program proposals; program monitoring; program evaluation; Special Investment Tax Program. *Special Access Note:* Portions, or all, of this class of records can now be found in the Program Development and Operations Branch and Regional Offices of DRIE.

Incentives Evaluation and Loan Guarantees Division

The division reviews incentive case files, including loan guarantees, and is responsible for all recovery actions involving incentives cases which fail to meet statutory requirements or other conditions.

Incentive Case Files
Description: This class covers information relating to individual applicants for grants and repayable development incentives from the initial application to the final decision. *Topics:* Application forms; letters of offer; letters of acceptance; letters of withdrawal; status reports; audit reports; decisions; correspondence with applicant; other sources of information. *Special Access Note:* Individual case files under the *Regional Development Incentives Act* (RDIA) are created and retained in provincial offices where the application was initiated; individual case files under the old *Area Development Incentives Act* (ADIA) are retained at headquarters. Portions, or all, of this class of records can now be found in the Program Development and Operations Branch and Regional Offices of DRIE.

Incentives — Loans Guarantees
Description: This class covers information relating to loans to industries from selected lending institutions, guaranteed by the Department. *Topics:* Policy; provincially sponsored projects; lending institutions; prospective applicants; individual loan guarantee case files, including application forms, status reports and correspondence with applicants; loan guarantees summaries and reports. *Special Access Note:* Individual loan guarantee case files created and retained in headquarters. Portions, or all, of this class of records can now be found in the Program Development and Operations Branch and Regional Offices of DRIE.

Incentives — Recovery
Description: This class covers information relating to a collection of debts due to the Crown from contraventions to the *Regional Development Incentives Act* (RDIA) or the *Area Development Incentives Act* (ADIA) and the *Regional Economic Expansion Act*, as well as a collection of repayable incentives. *Topics:* Deletion of debts due to the Crown; statistical reports and summaries of RDIA and ADIA case load of recovery cases. *Special Access Note:* Correspondence regarding individual recovery cases is placed on the incentive case files, which are located in the provincial offices. Portions, or all, of this class of records can now be found in the Program Development and Operations Branch and regional offices of DRIE.

Regional Development Incentives Advisory Board
Description: This class covers information relating to recommendations to the Minister concerning directives, guidelines and other instruments used in the administration and assessment of the individual incentives program, the disposition of specific loan guarantee applications, and the disposition of specific grant applications. *Topics:* Agenda; minutes of meetings; operating guidelines and procedures; weekly status reports. *Special Access Note:* Portions, or all, of this class of records can now be found in the Program Development and Operations Branch of DRIE.

Pulp and Paper Modernization Program Advisory Group
Description: This class covers information relating to the review, prior to ministerial approval, of all incentive recommendations of the joint federal-provincial management committee, which administers the implementation of each pulp and paper modernization subsidiary agreement. *Topics:* Agenda; minutes of meetings; operating guidelines and procedures; recommendation reports of management committee; executive summary reports. *Special Access Note:* Portions, or all, of this class of records can now be found in the Program Development and Operations Branch of DRIE.

Project Assessment and Evaluation Branch

This branch conducts commercial, financial, business policy and economic assessments of major regional initiatives. This major project analysis is conducted by project teams comprised of financial, marketing and business strategy specialists from within the branch and from various private sector organizations, along with economists specializing in the evaluation of the economic impact of major projects. Representative of the work of the branch are studies on the semi-finished steel facility in Nova Scotia, pulp and paper modernization throughout Canada, development of coal deposits in British Columbia, and a zinc refinery in New Brunswick.

Project Records
Description: This class covers information relating to ongoing projects of an industrial nature. *Topics:* General correspondence; meetings; proposal stage; evaluation assessment phase; financial analysis; economic analysis and reports relating to projects such as the Manitoba Forest Project, Atlantic Power Project, and the Saskatchewan Steel Assessment Project. *Special Access Note:* Portions, or all, of this class of records can now be found in the Small Business and Special Projects Branch of DRIE.

Agricultural and Rural Development Act (ARDA) 3rd Agreement (01/04/70 to 31/03/75)

The *Agricultural and Rural Development Act* examines, formulates, implements and finances programs for the more effective use of lands; for the conservation and development of soil and water resources in rural areas; and for the development of new opportunities for increased income and employment and for improving standards of living for rural people.

Canada-Newfoundland Rural Development Agreement
(01/04/70 to 31/03/75)
Description: This class covers information relating to assisting in the development and more efficient use of rural lands; assisting in the development and conservation of water supplies; improving of soil and helping people with related problems of adjustment. *Topics:* Joint ARDA Committee; agriculture support and farmland improvement; other primary activities and manufacturing; tourism, recreation and wildlife: soil water conservation; other programs; individual project case files under the program. *Special Access Note:* Portions, or all, of this class of records can now be found in the regional Offices of DRIE.

Canada-Nova Scotia Rural Development Agreement
(01/04/70 to 31/03/75)
Description: This class covers information relating to the creation of new opportunities for increased income and employment of people; the promotion of more efficient use and development of rural lands; the development and conservation of water supplies; the improvement of soil and assistance for people with problems of adjustment. *Topics:* Joint ARDA Committee; agriculture support and farmland improvement; other primary activities and manufacturing; tourism, recreation and wildlife; soil and water conservation; other programs; individual project case files under the program. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Canada-New Brunswick Rural Development Agreement
(01/04/70 to 31/03/75)
Description: This class covers information relating to the creation of new opportunities for increased income and employment of people; the promotion or more efficient use and development of rural lands; the development and conservation of water supplies; the improvement of soil and assistance to people with problems of adjustment. *Topics:* Joint ARDA Committee; agriculture support and farmland improvement; other primary activities and manufacturing; tourism, recreation and wildlife; soil water conservation; other programs; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Canada-Québec Rural Development Agreement
(01/04/70 to 31/03/75)
Description: This class covers information relating to the rationalization of land usage; the conservation and exploitation of water and land resources; the creation of new employment possibilities; better revenue and the improvement of lifestyle for the rural population. *Topics:* Development Committee; Performance Committee; Agricultural Program; Forestry Program; Toursim Program; Mining Program; industrial infrastructure; technical assistance; individual project case files under the program. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of the Department DRIE.

Canada-Ontario Rural Development Agreement
(01/04/70 to 31/03/75 and 01/04/75 to 31/03/77)
Description: This class covers information relating to promoting economic development and alleviating conditions of social and economic disadvantages in certain rural areas of the province. *Topics:* Joint ARDA Committee; research; lands use and farm adjustment; rehabilitation; rural development field services; alternative employment and income opportunities; public information services; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Canada-Manitoba Rural Development Agreement
(01/04/70 to 31/03/75 and 01/04/75 to 31/03/77)
Description: This class covers information relating to the creation of new opportunities for increased income and employment of people; the promotion of more efficient use and development of rural lands; the development and conservation of water supplies; the improvement of soil and assistance to people with problems of adjustment. *Topics:* Joint ARDA Committee; farm diversification; community affairs; farm water services; Wilson Creek watershed; veterinary clinics; comprehensive soil and water conservation; ground water investigations; grassland sheep management; aquifer recharge research; individual project case files under the program. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Canada-Saskatchewan Rural Development Agreement
(01/04/70 to 31/03/75 and 01/04/75 to 31/03/77)
Description: This class covers information relating to the creation of new opportunities for increased income and employment of people; the promotion of more efficient use and development of rural lands; the development and conservation of water supplies; the improvement of soil and assistance to people with problems of adjustment. *Topics:* Joint ARDA Committees; land use; water development; human development; livestock development; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Canada-Alberta Rural Development Agreement
(01/04/70 to 31/03/75 and 01/04/75 to 31/03/77)
Description: This class covers information relating to the creation of new opportunities for increased income and employment of people; the promotion of more efficient use and development of rural lands; the development and conservation of water supplies; the improvement of soil and assistance to people with problems of adjustment. *Topics:* Joint ARDA Committee; private range land improvement; grazing reserves development; forage crop improvement; livestock water supply; veterinary clinics; alternate land use; forest lands improvement; rural information; marketing research; evaluation; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Canada-British Columbia Rural Development Agreement
(01/04/70 to 31/03/75 and 01/04/75 to 31/03/77)
Description: This class covers information relating to the creation of new opportunities for increased income and employment of people; the promotion of more efficient use and development of rural lands; the development and conservation of water supplies, the improvement of soil and assistance to people with problems of adjustment. *Topics:* Joint ARDA Committee; research; land use and farm adjustment; rural development services and training; soil and water conservation; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Agricultural and Rural Development Act (ARDA) — Special Agreement

The special ARDA agreements involve special programs to ensure that rural residents, particularly those of native ancestry, are able to benefit from rural development programs in terms of increased employment and income, and better living conditions.

Canada-Manitoba Special Development Agreement
(01/04/71/ to 31/03/85)
Description: This class covers information relating to research, formulations, implementation, and financing of programs and projects designed to improve the standard of living and create new opportunities for increased income and employment of people, particularly of Native ancestry in rural areas. *Topics:* Special ARDA Committee; Remote Rural Communities Program; Area Employment Training Program; Commercial Undertakings Program; administration; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Canada-Saskatchewan Special Development Agreement (01/04/71 to 31/03/82)

Description: This class covers information relating to research, formulations, implementation, and financing of programs and projects designed to improve the standard of living and to create new opportunities for increased income and employment of people, particularly of Native ancestry in rural areas. *Topics:* Special ARDA Committee; Remote Rural Communities Program; Area Employment Training Program; Primary Producing Activities Program; Commercial Undertakings Program; administration; individual project case files under the programs; social adjustment measures; related infrastructure. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Canada-British Columbia Special Development Agreement (01/04/71 to 31/03/82)

Description: This class covers information relating to research, formulations, implementation, and the financing of programs and projects designed to improve the standard of living and to create new opportunities for increased income and employment of people, particularly of Native ancestry in rural areas. *Topics:* Special ARDA Committee; Remote Rural Communities Program; Area Employment Training Program; Primary Producing Activities Program; Commercial Undertakings Program; administration; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Canada-Yukon Special Rural Development Agreement (05/06/78 to 31/03/82)

Description: This class covers information relating to research, formulations, implementation, and financing of programs and projects designed to improve the standard of living and to create new opportunities for increased income and employment of people, particularly those of Native ancestry in rural areas. *Topics:* Special ARDA Committee; Related Infrastructure Program; Social Adjustment Measures Program; Primary Producing Activities Program; Commercial Undertakings Program: administration; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Canada-Northwest Territories Special Rural Development Agreement (16/06/77 to 31/03/82)

Description: This class covers information relating to research, formulations, implementation, and financing of programs and projects designed to improve the standard of living and to create new opportunities for increased income and employment of people, particularly of Native ancestry in rural areas. *Topics:* Special ARDA Committee; Related Infrastructure Program; Social Adjustment Measures Program;: Primary Producing Activities Program; Commercial Undertakings Program; administration; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class or records can now be found in the Regional Offices of DRIE.

Canada-Alberta General Development Agreement

The objective of this agreement is to improve opportunities for productive employment (and access to those opportunities) in areas or economic sectors of Alberta which, relative to other areas or sectors, require special measures to realize development potential; to promote balanced development among areas of Alberta and to encourage the equitable distribution of the benefits of such development; and to reinforce the priorities of the province in respect to initiatives for its socioeconomic development.

Northern Transportation Subsidiary Agreement (28/08/74 to 31/03/75)

Description: This class covers information relating to improving specified highways and other transportation facilities serving remote communities and areas with high proven resource development potential. *Topics:* Joint committee; highway improvements; bridge construction; right-of-way clearing; airfield improvements; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Northern Alberta Transportation Subsidiary Agreement (21/01/76 to 31/03/76)

Description: This class covers information relating to financial support for improvements to transportation facilities, in support of industrial and socioeconomic development and in support of development of an efficient national transportation system. *Topics:* Joint Committee; new construction roads and bridges; carry-over construction roads and bridges; airstrip construction; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Nutritive Processing Assistance Subsidiary Agreement (11/03/75 to 30/06/81)

Description: This class covers information relating to strengthening the economic viability of the small rural community; further processing in Alberta of those nutritive products which have or may achieve a competitive position; and increasing the quality of life and net income available to rural residents. *Topics:* Joint committee; Development Assistance Program; Public Information and Technical Service Programs; Sheep Industry Development Program; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Interim Alberta North Subsidiary Agreement (01/04/74 to 31/03/78)

Description: This class covers information relating to providing options and opportunitities for the people to contribute to and participate in the development of the region; initiating social and cultural amenities; community infrastructure improvements and services required, and encouraging the orderly development of Northern Alberta. *Topics:* Joint Committee; life improvement and community services; community economic development; planning and management; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

1976-79 Northern Transportation Subsidiary Agreement (01/04/76 to 31/03/79)

Description: This class covers information relating to providing financing for improvements to specified transportation facilities in support of economic and socioeconomic development and in support of development of an efficient national transportation system. *Topics:* Joint Committee; roads and bridges construction; airstrip construction; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Alberta North Subsidiary Agreement (01/04/77 to 31/03/82)

Description: This class covers information relating to providing options and opportunities for the people to contribute to and participate in the development of the region; initiating social and cultural amenities, community infrastructure improvements and services required, and encouraging the orderly development of Northern Alberta. *Topics:* Joint Committee; human development; community services and facilities; community services and facilities — Indian reserves; social adjustment and professional development; community economic development; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Nutritive Processing Assistance Subsidiary Agreement
(19/08/81 to 31/03/84)
Description: This class covers information relating to strengthening the economic viability of the small rural community; further processing in Alberta of those nutritive pooducts which have or may achieve a competitive position; and increasing the quality of life and net income available to rural residents. *Topics:* Joint Committee; development assistance; research and development facilities assistance; public information and technical services; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Canada-British Columbia General Development Agreement

The objective of this agreement is to improve opportunities for productive employment, and access to those opportunities, in areas or economic sectors of British Columbia which, relative to other areas or sectors, require special measures to realize development potential; to promote balanced development among areas of British Columbia and to encourage the equitable distribution of the benefits of such development.

Northern Highways Subsidiary Agreement
(28/08/74 to 31/03/75)
Description: This class covers information relating to improving specified highways serving remote communities, and areas with high proven resource development potential. *Topics:* Joint Committee; highway construction; highway project; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Fort Nelson Subsidiary Agreement
(23/09/75 to 31/03/78)
Description: This class covers information relating to the provision of assistance to help alleviate the economic and social problems being experienced by the community of Fort Nelson. *Topics:* Implementation Committee; water system improvements; sewage system improvements; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class or records can now be found in the Regional Offices of DRIE.

Northern Highways Subsidiary Agreement
(12/02/76 to 31/03/76)
Description: This class covers information relating to providing improved road or highway access to areas with resource development potential and improving the efficiency of the transportation system in northern British Columbia. *Topics:* Joint Committee; Prince George to Fort St. John; Kitwanga to Watson Lake; Terrace to Prince Rupert; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Northeast Coal and Related Developments Subsidiary Agreement
(28/01/77 to 31/03/77 and 01/04/77 to 31/03/80)
Description: This class covers information relating to the identification and evaluation of the economics of coal resources, transportation options, environmental protection requirements, financial implications, the labour force and training needs, and development in other sectors. *Topics:* Management Committee; coal resources; transportation; environmental studies; townsite/community development; manpower/human resources; economic and financial analyses; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Northern Highways Subsidiary Agreement
(01/04/76 to 31/03/79)
Description: This class covers information relating to providing improved road or highway access to areas with resource development potential. *Topics:* Joint Committee; highway construction; bridge construction; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Industrial Development Subsidiary Agreement
(08/07/77 to 31/03/82)
Description: This class covers information relating to encouraging greater sectoral and spatial diversification of economic activity in the province of British Columbia. *Topics:* Industrial Development Committee; research; community industrial development; industrial assistance; public information; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Agricultural and Rural Development Subsidiary Agreement
(01/08/77 to 31/07/82)
Description: This class covers information relating to the identification and utilization of projects related to agriculture and rural development; the expansion of employment in existing aspects of the agriculture and food-processing industry, and improving the ability of the existing industries to sustain growth. *Topics:* Management Committee; research, planning, training and market promotion; co-ordinated resource management; primary-resource development; support services and community development; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Travel Industry Subsidiary Agreement
(17/10/78 to 17/10/83)
Description: This class covers information relating to planning for the use of new, or previously not utilized, initiatives; the creation of employment opportunities; contribution to the growth and development of the travel industry; generating, encouraging and increasing travel and vacation time within British Columbia and development of a long-term travel industry strategy. *Topics:* Management Committee; travel industry studies and planning; travel industry organization; travel industry upgrade; travel generators; skiing and related facilities; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Intensive Forest Management Subsidiary Agreement
(17/05/79 to 31/03/84)
Description: This class covers information relating to ensuring the long-term viability of the forest sector; strengthening the job-creating potential of the forest resource; increasing the wood yield from provincial forests and ensuring that the annual rate of harvest of this renewable resource is sustained and increased. *Topics:* Management Committee; reforestation; juvenile spacing; fertilization; forest protection; implementation contracts; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Ridley Island Road Access Subsidiary Agreement
(26/11/80 to 31/03/82)
Description: This class covers information relating to providing industrial road access to the planned bulk commodity port facility on Ridley Island, and facilitating economic development. *Topics:* Management Committee; access road and railway overpass construction; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Canada-Manitoba General Development Agreement

The objective of this agreement is to increase income and employment opportunities throughout Manitoba, thereby increasing opportunities for people to live in the area of their choice with improved standards of living. It also aims to encourage socioeconomic development in the northern portion of Manitoba, thereby providing the people of the area with real options and opportunities to contribute to and participate in economic development, to continue their own way of life with enhanced pride and purpose, and to participate in the orderly utilization of natural resources.

Interim Northlands Subsidiary Agreement
(05/06/74 to 31/03/76)

Description: This class covers information relating to the formulation and negotiation of a long-term development strategy and the undertaking of certain programs and projects. *Topics:* Liaison Committee; human development and community services; resources and community economic development; transportation and implementation; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Planning Subsidiary Agreement
(11/03/75 to 31/03/77)

Description: This class covers information relating to the studies for the identification and analysis of economic and socioeconomic development opportunities in Manitoba, and such planning as is required to develop strategies, programs and subsidiary agreements. *Topics:* Management Committee; fiscal year; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Mineral Exploration and Development Subsidiary Agreement
(10/04/75 to 31/03/77)

Description: This class covers information relating to effective management and assistance in maintaining an acceptable level of exploration activity in Manitoba. *Topics:* Management Committee; base metal exploration; uranium reconnaissance exploration; regional survey and evaluation; industrial minerals evaluation; Pigmatitie mineral exploration; mineral development analysis; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Manitoba Northlands Subsidiary Agreement
(01/04/76 to 31/03/81)

Description: This class covers information relating to the contribution and participation by area people to the development of northern Manitoba; the continuation of their own way of life; and the encouragement to the orderly utilization of the natural resources in harmony with resource conservation. *Topics:* Resource and community economic development; human development and community services; transportation and communication; co-ordination and pilot action research; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Industrial Development Subsidiary Agreement
(01/04/75 to 31/03/83)

Description: This class covers information relating to encouraging industrial activities; developing industries in which Manitoba has advantages; and supporting high-wage industries which provide stable long-term employment. *Topics:* Management Committee; industrial process; industrial assistance; industrial infrastructure; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Tourism Development Subsidiary Agreement
(01/04/79 to 31/03/83)

Description: This class covers information relating to strengthening and enhancing tourist destination areas and improving the productivity of the industry. *Topics:* Management Committee; destination areas; productivity measures; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Value-Added Crops Production Subsidiary Agreement
(01/04/79 to 31/03/84)

Description: This class covers information relating to expanding economic production of value-added crops; improving the efficiency of the red-meat industry; and expanding commercial services and processing of agricultural products. *Topics:* Implementation Committee; investigations and evaluation; special crop products; livestock products; related productivity measures; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Water Development for Regional Economic Expansion and Drought Proofing Subsidiary Agreement
(30/05/79 to 31/03/84)

Description: This class covers information relating to improving the potential for economic and socioeconomic development in Manitoba by alleviating the constraints imposed on economic performance by recurrent water shortages and droughts. *Topics:* Management Group; drought proofing studies; water management investigations; water supply investigations; multiple-purpose water supply projects; subregional projects; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Winnipeg Core Area Subsidiary Agreement
(04/09/81 to 31/03/86)

Description: This class covers information related to providing employment opportunities; encouraging industrial, commercial and residential development; revitalizing the environment of the core area; and facilitating participation of Winnipeg core area residents in development opportunities. *Topics:* Policy Committee; Management Board; employment and affirmative action; housing; community improvement areas; community facilities; community services; Logan industrial development; north of Portage redevelopment; CN East Yard; renovation of the historic centre of Winnipeg, renovation of the areas surrounding some of the main arteries; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Canada-Manitoba — Miscellaneous Programs and Agreements

These programs or agreements are aimed at resolving specific problems of a limited nature or in specifically defined areas of the country.

Gimli Agreement
(01/09/71 to 30/11/73)

Description: This class covers information relating to assistance by the Government of Canada to the Government of Manitoba for the development of the former Canadian Forces Base Gimli into an industrial park, and the development of a major recreational complex in the Gimli area. *Topics:* Liaison Committee; marina complex; fishing village; trailer park; town enhancement cultural-historical attraction; lake front development; complementary facilities; project direction; Minerva Hall; park pavilion and storage; yacht club; picnic tables; library and interpretive centre; museum property; sign and advertising; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Canada-New Brunswick General Development Agreement

The primary objective of this agreement is to reduce the gap in earned income per capita between that province and Canada as a whole. A further objective is that per capita incomes should be raised while minimizing net migration from the province. To meet these objectives, the development strategy is aimed at achieving a faster rate of growth in provincial output by raising productivity, increasing the number of viable employment opportunities, and encouraging the development of a skilled and versatile labour force.

Highways — 1974-75 Subsidiary Agreement
(24/06/74 to 31/03/75)
Description: This class covers information relating to a program to finance the construction of highway projects. *Topics:* Management Committee; Campbellton — Dalhousie bypass; Bathurst bypass to Belledune; Shediac north — Route 11; Shediac to Moncton; Caraquet-Chatham Bridge and other segments of new highways; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Forestry Subsidiary Agreement
(15/10/74 to 31/03/82)
Description: This class covers information relating to the mounting of a comprehensive, province-wide development program that would increase production of high-quality timber and expand the wood-processing industry. *Topics:* Management committee; forest management; resource utilization; manpower development; administration; pilot project; resource development and accelerated employment; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

King's Landing Historical Settlement Subsidiary Agreement
(17/02/75 to 31/03/77)
Description: This class covers information relating to a program to finance the completion of King's Landing Historical Settlement in order to assist the province in attaining maximum economic and socioeconomic benefits from the tourism sector. *Topics:* Management Committee; completion of Historical Settlement; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Industrial Development Subsidiary Agreement
(17/02/75 to 31/03/80)
Description: This class covers information relating to joint praticipation in measures designed to expand, diversify and strengthen the manufacturing and processing activity in the province. *Topics:* Management Committee; planning of industrial development; regional industrial development; assistance to manufacturing industry; provision of industrial infrastructure; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Saint John and Moncton Arterial Highways Subsidiary Agreement
(17/02/75 to 31/03/81)
Description: This class covers information relating to the completion of work begun under earlier special areas agreements on arterial roads required to improve the transportation of goods and people within Saint John and Moncton. *Topics:* Management Committee; Saint John Throughway; Wheeler Boulevard and Shediac Highway; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Kent Region Pilot Project Subsidiary Agreement
(17/02/75 to 31/03/81)
Description: This class covers information relating to a pilot project which would assist residents of the Kent Region in developing and implementing projects in fisheries, forestry, agriculture, resource based manufacturing, tourism and recreation in order to improve income and employment opportunities in the region. *Topics:* Management Committee; resource development and technical support; infrastructure; program administration; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Agricultural Development Subsidiary Agreement
(17/02/75/ to 31/03/78)
Description: This class covers information relating to joint participation in initiatives directed towards the attainment of maximum economic and socioeconomic benefits from the agriculture resources of the provinces. *Topics:* Management Committee; planning and development; development opportunities; entrepreneurial development; Implementation Support Program; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Miramichi Channel Study Subsidiary Agreement
(17/02/75 to 31/03/75)
Description: This class covers information relating to the support of studies directed towards the determination of costs related to known benefits to be derived from the establishment and maintenance of a 26-foot navigation channel in the Miramichi River from Newcastle to the Gulf of St. Lawrence. *Topics:* Management Committee; Miramichi Channel Field Surveys; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Planning Subsidiary Agreement
(01/04/75 to 31/03/82)
Description: This class covers information relating to the provision of funds to acquire external staff and services to undertake studies and carry out the activities required to identify and analyze economic and socioeconomic development needs and opportunities, and to develop and implement strategies, programs and subsidiary agreements. *Topics:* Management Committee; general development planning; research and studies; planning of physical development; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Highways — 1975-76 Subsidiary Agreement
(16/12/75 to 31/03/76)
Description: This class covers information relating to a program to finance the construction of highway projects. *Topics:* Management Committee; Moncton to Campbellton — Routee 11; Plaster Rock — Renous Highway — Rout 109; St.Léonard to St. Quentin — Route 17; Newcastle to Bathurst — Route 8; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Tourism Development Subsidiary Agreement
(16/02/75 to 31/03/80)
Description: This class covers information relating to programs designed to encourage development of the New Brunswick tourism sector in order to accelerate and realize the maximum net economic benefit to provincial residents through incresed output and improved productivity in the sector. *Topics:* Management Committee; Essential Resource Services Program; Infrastructure Program; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Highways — 1976-77 Subsidiary Agreement
(24/06/76 to 31/03/77)
Description: This class covers information relating to a program to finance to completion the construction of highway projects begun under previous highways subsidiary agreements and to finance the construction of additional highway projects. *Topics:* Management Committee; Campbellton-Dalhousie Bypass (Route 11); Belledune to

Bathurst (Route 11); Chatham to Bathurst (Route 8); Rexton to Moncton (Route 11); Bathurst to Chatham (Coastal Route 11); St. Léonard to St. Quentin — (Route 17); Plaster Rock — Renous Highway (Route 109); individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Minerals and Fuels Development Subsidiary Agreement
(24/06/76 to 31/03/82)
Description: This class covers information relating to the measures directed towards the attainment of maximum economic and socioeconomic net benefits from the mineral resources of New Brunswick, while ensuring the maintenance of a high level of environmental quality. *Topics:* Management Committee; opportunities identification; opportunity development; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Highways — 1977-81 Subsidiary Agreement
(01/04/77 to 31/03/81)
Description: This class covers information relating to community and area development through the provision of financial assistance for highway construction and the encouragement of development in the resource-based industry, secondary manufacturing and service industries. *Topics:* Management Committee; Campbellton-Dalhousie Bypass (Route 11); Belledune to Bathurst (Route 11); Chatham to Margarets (Route 11); Rexton to Shediac (Route 11); Coastal Route 11; Central Peninsula Access Roads (Route 360); carry-over projects; other northeast access roads (Routes 8 and 17); planning provision; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Northeast New Brunswick Subsidiary Agreement
(23/06/77 to 31/03/82)
Description: This class covers information relating to increased application of programs which improve the utilization of human and physical resources and accelerate development. The programs are aimed at the creation of employment, earned income and economic activity. *Topics:* Management Committee; Industrial Development Program; Urban-Industrial Infrastructure Program; Resource Development Program; Human Resource Development Program; Special Housing Program; Management and Implementation Program; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Development of Agriculture Resources Subsidiary Agreement
(22/03/78 to 31/03/83)
Description: This class covers information relating to the contribution of agriculture and related sectors to provincial output, earned income and employment. *Topics:* Management Committee; human resource development; marketing and industry development; agricultural facilities; agricultural resource development; technology transfer implementation, evaluation and public information; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Developing Regions Subsidiary Agreement
(17/05/79 to 31/03/83)
Description: This class covers information relating to the acceleration of economic and socioeconomic development through the application of federal-provincial programs which will improve the utilization of respective region's resources. *Topics:* Management Committee; resources and industrial development; municipal development; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Pulp and Paper Subsidiary Agreement
(27/08/80 to 31/03/84)
Description: This class covers information relating to improving the viability and efficiency of the pulp and paper industry in New Brunswick. *Topics:* Management Committee; Pulp and Paper Modernization Program; Public Information and Evaluation Program; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Saint John Market Square Development Subsidiary Agreement
(14/10/80 to 31/03/83)
Description: This class covers information relating to the revitalization of the downtown core area to the city of Saint John; the inducing of private enterpreneurs to make substantial new capital investments; and the increase in employment opportunities in the city of Saint John. *Topics:* Management Committee; Market Square Development; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Forestry Development Subsidiary Agreement
(13/03/81 to 31/03/84)
Description: This class covers information relating to increasing the substainable supply of time in the most economical efficient manner possible and increasing provincial income by developing identified income generating opportunities. *Topics:* Management Committee; Silviculture Treatment Program; Forest Management; Planning and Development Program; Private Woodlot Management Program; Harvesting and Transportation Program; Evaluation and Public Information Program; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Canada-Newfoundland General Development Agreement

The objective of this agreement is to increase the number and quality of long-term employment opportunities in Newfoundland, and to improve access to those opportunities, while permitting people to enjoy improved living standards.

Highways — 1974-75 Subsidiary Agreement
(28/05/74 to 31/03/75)
Description: This class covers information relating to the highway investments required to improve the economic and socioeconomic development of Newfoundland. *Topics:* Management Committee; Burgeo Road; St. Lawrence to Lawn; Bay d'Espoir Highway; Northern Peninsula Highway; La Scie Road; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Fisheries Marine Services Centre Program Subsidiary Agreement
(15/10/74 to 31/03/78)
Description: This class covers information relating to the more extensive and effective use of multi-purpose boat technology. *Topics:* Management Committee; Marine Service Centre at Durrell; Marine Service Centre at Wesleyville; Marine Service Centre at Harbour Grace; Marine Service Centre at Bonavista; Marine Service Centre at Old Perlican; Isle aux Morts Project; Port Union Project; La Scie Project; Fogo Island Project; Southern Harbour, Placentia Bay; Englee Project; Mobile Barge Facility; L'Anse au Diable Project; Flowers Cove Project; Burgeo Project; St. Mary's Bay Project; Hermitage-Fortune Bay West Project; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Special Fish Plant Water System Subsidiary Agreement
(23/05/75 to 31/03/78)
Description: This class covers information relating to assistance given to ensure quality maintenance of fish products, and to improve fish plant processing capacity. *Topics:* Management Committee; water

supply to fish plants: Port aux Basques, Burnt Islands, Hermitage, Southern Harbour, St. Brides, Admiral's Beach, Valleyfield, Bay Bulls, New Harbour; water supply to cannery and fish processing facilities — Little Bay Islands; water supply to canneries — Newstead/Comfort Cove; water supplies to fish handling facilities at various locations; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Ocean Research and Development Subsidiary Agreement
(23/05/75 to 31/03/80)
Description: This class covers information relating to stimulating the development of marine technology, to fostering the establishment of marine ice related industries, and to ensuring that the business community becomes involved in marine resource development. *Topics:* Management Committee; NORDCO Limited; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Highways 1975-76 Subsidiary Agreement
(28/05/75 to 31/03/76)
Description: This class covers information relating to providing access to identified and potential resource development opportunities, and reducing constraints on the realization of socioeconomic development opportunities by improvements to the transportation system. *Topics:* Management Committee; Burgeo Road; Bonavista North Loop Road; Northern Peninsula Highway; Bay d'Espoir Highway; Baie Verte — La Scie; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

St. John's Urban Region Subsidiary Agreement
(23/07/75 to 31/03/80)
Description: This class covers information relating to investments in the St. John's urban region to remove two major constraints to development, and thereby permit growth of the urban region. *Topics:* Management Committee; St. John's Urban Region Water Supply; St. John's Harbour Arterial; evaluation; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Forestry Subsidiary Agreement
(11/06/79 to 31/03/83)
Description: This class covers information relating to opportunities for expanding and diversifying Newfoundland's forest industries through the undertaking of labour-intensive forestry activities which will improve resource management. *Topics:* Management Committee; acquisition of forest land; forest management; harvesting and utilization — research and development; access road construction; intensive forest inventories; protection of forest resource; forest improvement; administration of the forest resource; site rehabilitation; stand improvement; cable logging (training); company projects; evaluation; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Gros Morne Park Area Development Subsidiary Agreement
(28/05/74 to 31/03/81)
Description: This class covers information relating to the creation of new employment and income opportunities in the area through the development of the potential of the park and ensuring that local residents are able to take advantage of these opportunities. *Topics:* Management Committee; planning studies and development programs; community infrastructure; road construction; technical supervision and related expenses; evaluation/impact studies; individual project case files under the programs. *Special Access Note:* Portions or all, of this class of records can now be found in the Regional Offices of DRIE.

Highways 1976-81 Subsidiary Agreement
(22/05/76 to 31/03/81)
Description: This class covers information relating to providing access to identified and potential resource development opportunities, and the reduction of constraints on the realization of socioeconomic development opportunities by improvements to the elements of the transportation system. *Topics:* Management Committee; Burgeo Raod; Bonavista North Loop Road; Bay d'Espoir Highway; Baie Verte — La Scie Road; Northern Peninsula Highway; Harbour Breton Highway; program evaluation; Baie Verte Area Roads; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Planning Subsidiary Agreement
(22/06/76 to 31/03/82)
Description: This class covers information relating to federal financial contributions to assist Newfoundland in obtaining external prefessional resources and provincial staff to enable both governments to plan and implement joint development initiatives more effectively. *Topics:* Management Committee; external staff and services; provincial staff; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Inshore Fisheries Development Subsidiary Agreement
(22/06/76 to 31/03/81)
Description: Information on projects aimed at increasing the profits of inshore fishermen in Newfoundland, the number of jobs and the productivity in the fish processing industry. *Topics:* Management Committee; improvement of the plants in Sainte-Barbe-Nord; supplying water to fish factories; Maritime service centres for inshore fishing; evaluation of programs and studies on planning and development; individual project case files on these programs. *Special Access Note:* Portions, or all of the documents in this category can now be found in the regional offices of DRIE.

Labrador Interim Subsidiary Agreement
(03/12/75 to 31/03/81)
Description: This class covers information relating to the assistance to the municipality of Happy Valley-Goose Bay to maintain its socioeconomic viability following the substantial reduction of U.S. Military operations at Goose Bay Airport. *Topics:* Management Committee; Wabush Industrial Park; North West River Bridge; Happy Valley-Goose Bay Economic Development Corporation; student dormitory at Happy Valley Vocational School; auxiliary sewage collection system and out fall facility; street improvement in the town of Happy Valley; Town of Happy Valley Neighbourhood Improvement Program; program evaluation; capital projects; investigation; public information; project management; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Mineral Development Subsidiary Agreement
(17/12/76 to 31/12/81)
Description: This class covers information relating to the development of Newfoundland's mineral resources by upgrading geoscientific data, providing a comprehensive inventory of known deposits, and developing policies for mineral resource management. *Topics:* Management Committee; regional mineral potential evaluation; mineral development strategies; mineral resource management; program evaluation; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Tourism Development Subsidiary Agreement
(22/02/78 to 31/03/81)
Description: This class covers information relating to promoting the expansion and development of the tourism industry and increasing the net benefits from tourism by extending the length of the tourist

season, increasing tourism-related employment, and increasing tourism spending. *Topics:* Management Committee; marketing; attractions; package tourism development; Tourist Service Program; accommodation; planning, co-ordination and evaluation; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Agriculture Development Subsidiary Agreement
(14/07/78 to 31/03/83)
Description: This class covers information relating to supporting the growth of a viable agriculture industry through increased production, improvements in the management and technical capabilities of farmers; and improved marketing systems, effective land development and modern agricultural support services. *Topics:* Management Committee; farm development; development opportunities; blueberry industry development; marketing; land-use planning; land development; agricultural facilities; planning, co-ordination and evaluation; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Rural Development Subsidiary Agreement
(14/07/78 to 31/03/81)
Description: This class covers information relating to the strengthening and revitalizing of the rural sector of the province. *Topics:* Management Committee; community development; rural incentives; crafts industry development; program evaluations and information; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Industrial Development Subsidiary Agreement
(11/06/79 to 31/03/84)
Description: This class covers information relating to the development of employment opportunities; the development, expansion and increased efficiency of enterprises originating in the region; the acceleration of the industrial development process in the province; the costs in terms of the structure of the community associated with the development of industrial and commercial enterprises. *Topics:* Management Committee; Country Road Industrial Park; Country Road Industrial Park Access Road; Stephenville Industrial Access Road; program evaluation; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Stephenville Mill Conversion and Reactivation Subsidiary Agreement
(11/06/79 to 31/03/81)
Description: This class covers information relating to the participation in the conversion and reactivation of the former Labrador Linerboard Limited manufacturing facility to facilitate socioeconomic development and to improve the standard of living in the Stephenville area. *Topics:* Management Committee; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Forestry 1981-86 Subsidiary Agreement
Description: This class covers information relating to maintaining and increasing the contribution of the forestry sector to the provincial and national economies, and promoting the increased utilization of forest resources. *Topics:* Management Committee; silviculture; forestry access roads; forest protection; forest resource inventory and planning; forest industries development; evaluation; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Pulp and Paper Mill Modernization Subsidiary Agreement
(01/06/81 to 31/03/85)
Description: This class covers information relating to improving the viability, efficiency and competitiveness of the Newfoundland pulp and paper industry. *Topics:* Management Committee; evaluation; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Coastal Labrador Subsidiary Agreement
(29/05/81 to 31/03/87)
Description: This class covers information relating to improving the quality of life in coastal communities; increasing access to employment and enabling residents to participate in, and benefit from, the long term development of the region. *Topics:* Management Committee; transportation services; community infrastructure; human resource development; investigation, evaluation and information; individual project case files under the program. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Canada-Nova Scotia General Development Agreement

The objectives of this agreement are to encourage the expansion of viable, long-term employment opportunities, to promote optimum quality of life within Nova Scotia and increased earned incomes for its people; and to assist in the development of a dynamic and creative provincial economy which will encourage the growth and stability of economic activity in the province.

Mineral Development Subsidiary Agreement
(17/02/75 to 31/03/80)
Description: This class covers information relating to a program of mineral development planning, evaluation and surveying. *Topics:* Management Committee; resource development planning; mineral resource inventory; mineral evaluation survey; geological-geochemical survey; laboratory services; program management and administration; coal resource inventory and evaluation; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Interim Cape Breton County Development Subsidiary Agreement
(07/01/77 to 31/03/78)
Description: This class covers information relating to planning and promoting the accelerated economic and socioeconomic development of industrial Cape Breton. *Topics:* Management Committee; New Point Aconi Road; roads — Highway 4; roads — Sydney Mines; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Sydney Steel Corporation (SYSCO) Assistance Program Subsidiary Agreement
(23/12/77 to 31/03/79)
Descripton: This class covers information relating to the capital works program for SYSCO to maintain employment levels, and for conducting a business planning and studies program to examine SYSCO, the steel industry and employment opportunities in Cape Breton. *Topics:* Management Committee; capital works; business and planning studies; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Metropolitan Halifax — Dartmouth Area Development
(31/03/75 to 31/03/82)
Description: This class covers information relating to ensuring desirable development of downtown areas of the two cities, continued development of the harbour, and increased industrial development. *Topics:* Management Committee; Halifax — Dartmouth Waterfront Development; the Gateway: the Port; industrial development; project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

DEPARTMENT OF REGIONAL INDUSTRIAL EXPANSION

Strait of Canso Area Development Subsidiary Agreement
(31/03/75 to 31/03/82)
Description: This class covers information relating to stimulating the development of a major industrial concentration at the Strait of Canso. *Topics:* Management Committee; Strait of Canso Industrial Development Authority; integrated regional planning; community and industrial infrastructure; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Agriculture Development Subsidiary Agreement
(22/06/76 to 31/03/81)
Description: This class covers information relating to improving the viability and stability of the agriculture industry; maintaining existing, and creating new, employment opportunities; and expanding the output and productivity and underexploited components of the agriculture industry. *Topics:* Management Committee; land development; high-energy and protein feed; livestock development; horticulture; special development; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Industrial Development Subsidiary Agreement
(22/06/76 to 31/03/81)
Description: This class covers information relating to supporting the development of new employment opportunities, encouraging the development, expansion and efficiency of indigenous enterprises, and increasing the variety of employment opportunities available. *Topics:* Management Committee; opportunity, identification, analysis and promotion; industrial parks and related infrastructure; industrial infrastructure; public information and evaluations; SYSCO capital repair; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Planning Subsidiary Agreement
(22/06/76 to 31/03/82)
Description: This class covers information relating to studies and planning undertaken to identify and analyze economic and socioeconomic opportunities, and developing strategies, programs and subsidiary agreements pursuant to those opportunities. *Topics:* Management Committee; physical and resource planning; research and studies to investigate development; opportunities; general development planning; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Forestry Subsidiary Agreement
(28/06/77 to 31/03/82)
Description: This class covers information relating to maintaining existing employment, based mainly on the softwood species, and increasing employment opportunities and incomes in timber harvesting based on the hardwood species. *Topics:* Management Committee; forest management; forest industry development; support services; education, public information and evaluation; wood salvage-storage and ancillary forest management; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Tourism Development Subsidiary Agreement
(28/06/77 to 31/03/82)
Description: This class covers information relating to creating employment opportunities and increasing incomes by further developing the tourism industry in Nova Scotia. *Topics:* Management Committee; tourism development case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Energy Conservation Subsidiary Agreement
(04/07/78 to 31/03/83)
Description: This class covers information relating to minimizing the effects on employment and income bases resulting from increases in energy prices; creating employment and income opportunities; developing plans and programs for the Nova Scotia energy system; and enhancing employment opportunities while stimulating the development of a new development industry. *Topics:* Management Committee; energy system planning; energy opportunities; load management; industrial retrofitting; co-generation and new soft technology; pilot projects; testing service; public information; evaluation; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Halifax Panamax Dry Dock Subsidiary Agreement
(01/04/80 to 31/03/85)

Description: This class covers information relating to providing important organizational framework to the port of Halifax; maintaining and supporting the development of new employment opportunities in the shipbuilding and ship repair sector of the provincial economy; and increasing the ability of the port of Halifax to attract new marine services. *Topics:* Management Committee; construction of Panamax Dry Dock; dock mooring and servicing facilities; ancillary equipment for ship repair and metal fabrication; evaluation; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Assistance to Michelin Tires (Canada) Ltd. Subsidiary Agreement
(07/06/80 to 31/03/88)

Description: This class covers information relating to enabling the company to employ the equivalent of an additional 1,850 persons; inducing the company to make new capital investment of approximately $400 million. *Topics:* Management Committee; expansion and establishment of Michelin facilities; evaluation; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Pulp and Paper Modernization Subsidiary Agreement
(23/05/81 to 31/03/84)

Description: This class covers information relating to improving the viability and efficiency of the pulp and paper industry in Nova Scotia and encouraging the adoption of improved environmental protection measures by the industry. *Topics:* Management Committee; evaluation; individual case files on incentives to corporations. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Modernization of Facilities at the Sydney Steel Corporation
(01/04/81 to 31/03/84)

Description: This class covers information relating to securing basic operations, reducing operating costs, and improving productivity at Sydney, Nova Scotia. *Topics:* Management Committee; evaluation; coke ovens; blast furnaces; open hearths; rolling mills; environment controls; services; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Ocean Industry Development Subsidiary Agreement
(24/07/81 to 24/07/86)

Description: This class covers information relating to encouraging the growth of medium to high technology ocean manfacturing and services industries; and providing support for applied research and technology transfer. *Topics:* Liaison Committee; sub-committees; federal program; provincial program; evaluation; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

DEPARTMENT OF REGIONAL INDUSTRIAL EXPANSION

Canada-Northwest Territories General Development Agreement

The objective of this agreement is to develop a comprehensive and co-ordinated strategy for socioeconomic expansion and diversification in the Northwest Territories, with emphasis on activities which will make ongoing contributions to residents of the Northwest Territories; to provide the opportunity for people of the Northwest Territories to assume an active role in the identification of development projects, so that a balance is achieved between wage-employment activities and those that support the traditional native economy; to establish a systematic approach towards providing people of Indian and Inuit ancestry with the opportunity to choose between a life based on traditional pursuits or on the wage economy, or a combination of the two; to provide necessary support for related social programs and physical development.

Interim Community Economic Development Subsidiary Agreement
(14/04/79 to 31/03/81)
Description: This class covers information relating to assisting individuals and communities to participate in community affairs and development opportunities, and assisting in the assessment, planning and development of resource-based and other opportunities for economic development. *Topics:* Management Committee; tourism; renewable resources; job rotations; community-based planning; economic development planning; economic development strategy; administration and review; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Canada-Ontario General Development Agreement

The functions of this agreement are to improve opportunities for productive employment and access to those opportunities, and to sustain existing employment opportunities in those areas and sectors of Ontario which, relative to other areas and sectors of the province, are in need of special measures in order to realize their development potential; to encourage socioeconomic development in those areas of the province requiring special initiatives to permit the residents to contribute to and participate in the benefits of economic development; and to reinforce policies and priorities of the province for regional development within Ontario insofar as they pertain to the areas and sectors of the province identified above.

Cornwall Area Subsidiary Agreement
(26/02/74 to 31/03/77)
Description: This class covers information relating to the creation of a long-term expansion in employment and income opportunities in the Cornwall area, and improving the rate of the area's growth. *Topics:* Management Committee; Eastern Industrial Park; canal lands development; West End Single Industry Site; tourist and recreation area; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Northwestern Ontario Subsidiary Agreement
(23/05/74 to 31/03/79)
Description: This class covers information relating to increasing the number and range of viable employment opportunities available in Northwestern Ontario. *Topics:* Management Committee; community infrastructure; Road Construction Program; Study Program; Kenora Area Infrastructure; individual project case files under the Programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Dryden Development Infrastructure Subsidiary Agreement
(24/03/75 to 31/03/77)
Description: This class covers information relating to the improvement in community services required to enable the town of Dryden to support new population growth and to perform its role as a focal point and service centre for economic development in the Patricia Region. *Topics:* Management Committee; water system improvements; sewage system improvements; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Interim Northlands Subsidiary Agreement
(07/07/75 to 31/08/77)
Description: This class covers information relating to reinforcing social and economic elements supportive of economic activity, and contributing directly to an improvement in the quality of life in all of Northern Ontario. *Topics:* Management Committee; life skills; teaching homemaker skills; recreation area; Identification of Manpower Adjustment Study; evaluation; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Northeastern Ontario Subsidiary Agreement
(25/03/76 to 31/03/82)
Description: This class covers information relating to projects directed towards reinforcing the policies and priorities of the province, and provision of financial assistance for approved projects aimed at alleviating restrictions to the economic and social development of key population centres. *Topics:* Management Committee; Sudbury Area; Parry Sound Area; Timmins Area; North Bay Area; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Single-Industry Resources Communities Subsidiary Agreement
(18/10/76 to 31/03/81)
Description: This class covers information relating to broadening the economic base of communities; creating alternative employment opportunities; improving the living environment; strengthening the urban structure and encouraging and sustaining long-term resource developments. *Topics:* Management Committee; Kimberly-Clark Area; White River; Hornespayne Town Centre; Long Lake No. 77 Community Infrastructure; individual project case files under the programs. *Special Access Note:* Portions, or all, or this class of records can now be found in the Regional Offices of DRIE.

Community and Rural Resource Development Subsidiary Agreement
(07/12/77 to 31/03/83)
Description: This class covers information relating to strengthening the community structure of rural areas; improving the opportunities for long-term employment; and strengthening and diversifying the economic base of the rural areas by encouraging the development of alternative secondary industry. *Topics:* Management Committee; Upper Ottawa Valley; New Forests in Eastern Ontario; Kirkland Lake Area; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Forest Management Subsidiary Agreement
(08/12/78 to 30/09/83)
Description: This class covers information relating to participation in measures to improve forest management, accelerated reforestation and private sector employment. *Topics:* Management Committee; forest access roads; silviculture camps; nursery expansion; soil survey; assessments; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Pulp and Paper Industry Facilities Improvement Subsidiary Agreement
(15/05/79 to 31/03/84)
Description: This class covers information relating to programs of incentives for the pulp and paper industry in Ontario, and promotion of policies which are supportive of good forest management, pollution abatement, and modernization. *Topics:* Management Committee; Pulp and Paper Mill Pollution-Abatement Program; Pulp and Paper

Mill Modernization Program; Consulting and Professional Services Program; Public Information and Evaluation Program; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Eastern Ontario Subsidiary Agreement
(20/12/79 to 31/03/84)

Description: This class covers information relating to joint participation of Canada and the province in programs concerning the expansion and diversification of economic activities in the rural areas of Northern Ontario. *Topics:* Management Committee; subcomittees; agricultural development; natural resource development; tourism development; rural employment incentives; rural industrial infrastructure; program analysis and review; evaluation; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Northern Rural Development Subsidiary Agreement
(02/03/81 to 31/08/84)

Description: This class covers information relating to joint particpation of Canada and the province in programs concerning the expansion and diversification of economic activities in the rural areas of Northern Ontario. *Topics:* Management Committee; subcommittees; agricultural development; natural resource development; tourism development; rural employment incentives; rural industrial infrastructure; program analysis and review; evaluation; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Canada-Québec General Development Agreement

The objective of this agreement is to improve opportunities for productive employment and consolidate employment in the traditional sectors; improve the standard of living, reinforce industrial and urban structure and promote the optimum development of the various regions; promote increased participation by the people of Québec in their own development in relation to the various regions of Canada.

Auxiliary Agreement — The Financing of the 1974-78 SIDBEC Expansion Plan
(15/03/74 to 31/03/78)

Description: This class covers information relating to the increase by the company of its production capacity; the rationalization of its production methods; the diversification of its products; Canada and Québec financial support in the form of grants. *Topics:* Development Committee; raw material; Contrecoeur; Montréal; other plants; administration services; executive offices; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Auxiliary Agreement — Transport Development
(15/09/74 to 31/03/84)

Description: This class covers information relating to the establishment of various road, railway, maritime and air transport infrastructures in order to connect regions with strong growth potential, and to increase the level of industrial and commercial exchanges. *Topics:* Development Committee; Management Committee; Highway 30 from Bourcherville to Tracy; Route 138 between Sept Iles and Port-Cartier; Highway 10, 51 and 55 Sherbrooke-Drummondville; Highway 40 between Berthier and Pointe-de-Lac; Port Cartier Rail-Ferry; Routes 132 and 199; Highway 55 between Trois-Rivières and Shawinigan; Restoration of Route 117; Highway 70 between Alma and La Baie; Rapid Linison between Montréal-Mirabel (A13 and A50); individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Auxiliary Agreement — Industrial Infrastructures
(26/03/75 to 31/03/84)

Description: This class covers information relating to industrial development by providing the community facilities and services required to encourage and facilitate the establishment of new enterprises in various regions of the province. *Topics:* Management Committee; Development Committee; industrial parks; fishery parks; punctual interventions; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Auxiliary Agreement — Forest Development
(26/03/75 to 31/03/84)

Description: This class covers information relating to the construction and improvement of forest access roads; intensive forestry development to maximize output per acre; the rationalization of timber allotment and the improved utilization of available timber; the improvement of competitive position of all parts of the forestry sector. *Topics:* Management Committee, Development Committee, access roads, silviculture and reforestation; studies; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Auxiliary Agreement — Setting Up a Bleached Kraft Pulp Mill at St. Félicien
(21/04/76 to 31/03/80)

Description: This class covers information relating to the financing of the work program to enable Donohue St-Félicien Inc. to establish a bleached Kraft pulp mill at St-Félicien. *Topics:* Management Committee; Development Committee; St-Félicien Mill; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Auxiliary Agreement — Agricultural Development
(29/03/76 to 31/03/82)

Description: This class covers information relating to the land reclamation on the Montréal Plain; land-use adjustment in the regions of eastern Québec, Saguenay-Lac-Saint-Jean, Chibougamau and Abitibi-Témiscamingue, as well as the gradual application of this program to other regions of the Province of Québec. *Topics:* Management Committee; Development Committee; land-use adjustment; reclamation of soils; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Auxiliary Agreement — Mineral Development
(29/03/76 to 31/03/81)

Description: This class covers information relating to the activities to be carried out to encourage mineral development in Québec by financing a program to promote mineral and petroleum exploitation, access to resources, mineral research and the rational exploitation of resources. *Topics:* Management Committee; Development Committee; access to mineral resources; geoscientific studies — mines; geoscientific studies — petroleum; valorization and development; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Auxiliary Agreement — Industrial Studies
(29/03/76 to 31/03/77)

Description: This class covers information relating to obtaining outside personnel and services essential for the completion of studies providing elements for developing or implementing policies, programs or projects relevant to the industrial sector of Québec. *Topics:* Management Committee; Development Committee; industrial studies; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Auxiliary Agreement — Industrial and Commercial Park (PICA) Mirabel Airport
(18/06/76 to 31/03/82)

Description: This class covers information relating to the establishment of and industrial airport complex integrating the whole range of activities of a modern airport and the various means of transportation converging on it. *Topics:* Development Committee; waste waters evacuation; physical development; Mirabel downtown; administration; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Auxiliary Agreement — Water Treatment Facilities for the Montréal Area
(30/03/78 to 31/03/82)

Description: This class covers information relating to the supply of drinking water to the population of Montréal; future utilization of Rivière-des-Prairies, the Rivière des Mille-Iles and Lac Saint Louis for recreational purposes, and sewage treatment dumped into the river upstream of the Sainte-Thérèse Island. *Topics:* Management Committee; Development Committee; Phase I, Phase II; individual project case files under programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Auxiliary Agreement — Tourism Development
(06/04/78 to 31/03/83)

Description: This class covers information to measure increases in the number of visitors to the province; further development of Québec's cultural and historical heritage; development of the wide range of attractions and diversity of its regions; and the setting up of organizational frameworks appropriate to the regions. *Topics:* Management Committee; Development Committee; tourism promotion; tourism parks; punctual projects; restoration of Place Royale; restoration of mills; modernization of museums; tourist stopovers; new open-air centres; development of holiday camps; congress centres; ski centres; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Auxiliary Agreement — Public Infrastructure
(16/05/78 to 30/09/82)

Description: This class covers information relating to financial assistance to municipalities to enable them to pay for the public organizational framework essential to the execution of major industrial projects. *Topics:* Management Committee; Development Committee; Alma; La Baie; Saint-Félicien; Saint-Joseph-de-Beauce; Trois-Rivières; Gaspé; St-Henri de Lévis; Sainte-Marie-de-Beauce; Gagnon; Hauterive; Havre-Saint; Val-D'or; Grande-Rivière; Dolbeau; Pierre; Port-Cartier; Sacré-Coeur; Sept-Iles; Schefferville; Jonquière; Cacouna; Parent; Sainte-Agate-des-Monts; Havre-Saint-Pierre; individual project case files under the program. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Auxiliary Agreement — The Modernization of the Pulp and Paper Industry
(15/05/79 to 31/03/84)

Description: This class covers information relating to the restoration of the competitive position of Québec's pulp and paper industry on the international market by encouraging it to invest in modernization, by reducing manufacturing costs by rationalizing processing activities, and by diversifying production by the installation of equipment for protecting the environment and conserving energy. *Topics:* Management Committee; Advisory Committe on Grants; budgetary increase; Sub-Committee on the Content of Canada and Québec; report on grants following the agreement; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Auxiliary Agreement — Establishment of Newsprint Mill at Amos
(24/07/80 to 31/03/83)

Description: This class covers information relating to the establishment of a newsprint mill at Amos by Donohue-Normick Inc., and assistance to municipal corporations for setting up the required housing facilities. *Topics:* Management Committee; Development Committee; newsprint mill; housing facilities; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Auxiliary Agreement on the Société Inter-Port de Québec 1981-84
(03/07/81 to 31/03/84)

Description: This class covers information relating to the financial contribution of Canada and Québec to the administration of the Societé, and the financial contribution of Inter-Port to the acquisition and development of industrial land and the establishment of industrial projects. *Topics:* Management Committee; Development Committee; assessment; Inter-Port management; acquisition and development of industrial land; industrial projects; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Canada-Saskatchewan General Development Agreement

The objective of this agreement is to increase the aggregate economic growth of the provincial economy in order to increase employment opportunities; encourage balanced growth between rural and urban centres and help ensure a continuing, vibrant, dynamic society; to preserve and enhance the value of the province's natural resources and optimize the value added from the processing and manufacturing of these resources; to diversify the province's economic base to reduce its dependency on primary production and thereby help stabilize the provincial economy; to increase the number, range and type of employment opportunities within the province in order to more effectively utilize the human resources of Saskatchewan; and to increase the opportunities for people in northern Saskatchewan to participate in the social, cultural and economic life of the province.

Iron, Steel and Other Related Metal Industries Subsidiary Agreement
(04/07/74 to 31/03/79)

Description: This class covers information relating to enhancing the viability of the existing iron and steel industry, and expanding and diversifying iron and steel production in Saskatchewan. *Topics:* Steel Implementation Committee; Steel Development Group; iron ore exploration; related studies and administration costs; direct and reduction plant; development and expansion of steel facilities; foundries and related metal industries; infrastructure; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Mineral Exploration and Development in Northern Saskatchewan Subsidiary Agreement
(21/06/74 to 31/03/78)

Description: This class covers information relating to accelerating economic development, creating new job opportunities and increasing investment opportunities by encouraging utilization of the province's mineral resources. *Topics:* Management Committee; regional mineral resource planning; La Ronge-Wollaston Base Metal Exploration, Iron Ore Exploration; uranium exploration; industrial minerals exploration; reconnaissance geoscience surveys; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Interim Saskatchewan Northlands Subsidiary Agreement
(01/04/74 to 31/03/77)

Description: This class covers information relating to the provision of options and opportunities for the people of the area to participate in social and economic development; and encouraging the development of natural resources and providing the local residents with an opportunity to continue their own way of life. *Topics:* Management Group; human development and community services; resources and community economic development; transportation and communications; implementation; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Planning Subsidiary Agreement
(01/04/74 to 31/03/77)
Description: This class covers information relating to studies for the identification and analysis of economic and socioeconomic development opportunities, and the development of strategies, programs and subsidiary agreements. *Topics:* Management Committee; Studies — 1974-75 fiscal year; Studies — 1975-76 fiscal year; Studies — 1976-77 fiscal year; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Qu'Appelle Valley Subsidiary Agreement
(01/04/74 to 31/03/84)
Description: This class covers information relating to increasing the long-term productivity of the recreation and tourism resource base; increasing the benefits from utilization of this resource base and improving the management of the land and water resources of the Qu'Appelle Valley. *Topics:* Management Board; environmental improvement and management; tourism and recreation development; implementation; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Expand Facilities Used by Canadian Western Agribition and Mexabition Subsidiary Agreement
(23/06/77 to 31/03/79)
Description: This class covers information relating to the diversification of western agricultural production into livestock; the insurance that the western Agribition continues to grow; and improvement of Regina's capability to host trade shows and demonstrations. *Topics:* Management Committee; construction, conversion and major improvements; individual projects case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Interim Mineral Development Subsidiary Agreement
(01/04/78 to 31/03/80)
Description: This class covers information relating to the evaluation of areas of the province identified in the 1974-78 program as requiring more work; and undertaking basic geoscientific activities and new projects related to the mineral industry and northern development. *Topics:* Management Committee; mineral resource planning; geoscience surveys; Peat Resource Study; metallogenic studies; and resource evaluation; underwater scintillometry; report compilation and printing; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Northlands Subsidiary Agreement
(01/04/78 to 31/03/83)
Description: This class covers information relating to the provision of options and opportunities for the people of the area to participate in social and economic development while encouraging the development of natural resources, and providing the northern residents with an opportunity to continue their own way of life. *Topics:* Management Board; economic and resource development; human development; transportation and communication development; implementation, program review and assessment; public information and consultation; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Forest Development Subsidiary Agreement
(17/05/79 to 31/03/82)
Description: This class covers information relating to the long-term development of the forest industry; the identification of industrial opportunities in forestry; the conduct of market and feasibility analyses; the application of known technology to existing or new industrial applications; the upgrading of forest management and silvicultural practices; the planning for development of commercial forest areas; the improvement of the cost competitiveness of the industry, and increasing total utilization of the forest resource. *Topics:* Management Board; opportunity identification and technological advancement; forest management and silvicultural practices; forest harvesting logistics and productivity improvement; implementation, evaluation and public information; individual projects case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Productivity Enhancement and Technological Transfer in Agriculture Subsidiary Agreement
(17/05/79 to 31/03/82)
Description: This class covers information relating to the broadening and diversifying of the agriculture base of the province; transferring of technology from applied research to farm production; improving the efficiency of production and conversion of crops; and increasing the level of value-added processing of crops and meats. *Topics:* Management Board; crop diversification and technology transfer; productivity improvement; program development, public information and evaluation; individual project case files under the program. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Interim Water Development for Regional Economic Expansion and Drought Proofing Subsidiary Agreement
(01/04/79 to 31/03/82)
Description: This class covers information relating to improving the effectiveness of future water-management activities, providing analysis of the availability of and requirements for water; undertaking the construction of water supply and delivery schemes; and reviewing and improving existing flood forecasting, warning and emergency activity programs. *Topics:* Management Group; water management activities; water supply; flood-damage reduction; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Planning 1979-84 Subsidiary Agreement
(01/04/79 to 31/03/84)
Description: This class covers information relating to the undertaking of studies for the identification and analysis of economic and socioeconomic development opportunities and the development of strategies, programs and subsidiary agreements pursuant to those opportunities. *Topics:* Management Committee; economic opportunity studies; urban social adjustment studies; community planning and mapping studies; core redevelopment studies; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Canada-Yukon Territory General Development Agreement

The objective of this agreement is to develop a comprehensive and co-ordinated strategy for socioeconomic expansion in the Yukon, to provide the opportunity for Yukon people to participate fully in determining their own priorities, and to assume an active role in the planning and implementation of development projects; to establish a rational and systematic program of development which will ensure the viability of the Yukon economy; and to put into effect socioeconomic development programs which will promote greater certainty and permanence in the Yukon economy, and to develop measures aimed at improving the position of native people and other disadvantaged groups in the Yukon economy.

Renewable Resource Development Subsidiary Agreement (04/04/79 to 31/03/82)

Description: This class covers information relating to ensuring the orderly development of Yukon resources and the participation by residents in the advantages of economic and employment opportunities associated with this development. *Topics:* Management Committee; renewable resource information and analysis; tourism and recreation facilities; resource development corporations; monitoring and evaluation; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Interim Tourism Development Subsidiary Agreement (14/02/80 to 31/03/82)

Description: This class covers information relating to diversification and stabilization of the Yukon economy through increased emphasis on the present tourism industry and the creation of additional employment opportunities and increased income from the further development of the tourism industry. *Topics:* Management Committee; tourism development; research and planning; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Fund For Rural Economic Development Program (FRED)

This comprehensive rural development program consists of several development projects designed to promote the social and economic development of a special rural development area and to increase income and employment opportunities and raise living standards in the area, and to make provision for participation by residents of the area in the carrying out of the program.

Prince Edward Island Comprehensive Development Plan (07/03/69 to 31/03/84)

Description: This class covers information relating to the creation of conditions in which the people of Prince Edward Island can develop their own economic enterprises, raise per capita income and local equity, and create jobs while maintaining the unique island environment. *Topics:* Evaluation; Joint Federal-Provincial Advisory Board; management group; agriculture; land use planning; surveying, mapping and land titles; soil and water; tourism and recreation; voluntary institution support services; forestry; fisheries; primary and secondary education; post-secondary education; adult education and vocational training; housing; transportation; urban services and development; resources highways; collector highway; conversion of single-phase power transmission; industrial waste disposal and water supply; manufacturing and processing; market development and short term credit; supply of power; administrative development; government staff development and training; public education, counselling and community involvement; project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Mactaquac, New Brunswick, Development Plan 1966-1976

Description: This class covers information relating to the development of recreational facilities and forestry by attracting private capital and assisting in vocational and technical training; and the development of a service and resource centre on the north bank of the Saint John River. *Topics:* Federal-Provincial Committee; provincial government schools; counselling; land bank; resource management; recreation; townsite development-Nackawick; industrial site development administration; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Northeast New Brunswick Development Plan 1966-1976

Description: This class covers information relating to the creation of new productive jobs in industries such as forestry, fisheries, mining and tourism, and the provision of assistance for social adjustment through improvements in educational facilities and training programs, housing, municipal and industrial organizational frameworks, and transportation facilities and services. *Topics:* Federal-Provincial Committee; manpower skill training; general counselling; Land Use Adjustment; housing; farm land improvement; fisheries development; transportation; recreation; employment opportunities; industrial development services; employment development activities; industrial infrastructure; education; urbanization; social adjustment services; land ration, consolidation and development; administration, evaluation and public information; ongoing programs; programs under the original agreement; land use; project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Development Plan for the Region of the Lower St. Lawrence, Gaspé and the Magdalen Islands

Description: This class covers information relating to the modernization of the basic traditional sectors; agriculture, fishing and forestry; the creation of new dynamic activities to absorb the manpower freed by the modernization of traditional sectors; the placing of infrastructure and a coherent institutional framework adapted to the requirements of a concrete policy for regional development. *Topics:* Development Committee; land rearrangement; improvement of agricultural administration; production development; secondary rationalization; forestry rearrangement; purchases of seigniory and concession rights; forestry restoration and retimbering; development of fishing centres; fishing development; co-ordination group; mine access roads; mining exploration; tourist stations and halting-places; reception structures; salmon rivers, tourist and cultural development, development of regional trade, industrial parks; artisans; organization of urban structures; urban infrastructure; housing aid; tourist road system; regional road system; ferry boards; transport study; rehabilitation and valorization; urban incitement; health equipment and social services; performance structure; consultation; evaluation and programming; civil servant training. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Manitoba Interlake Development Plan (16/05/67 to 31/03/77)

Description: This class covers information relating to the improvement of education facilities, providing adjustment programs for agriculture and fisheries and development of some of the infrastructure of the area. *Topics:* Area Development Boards; education; manpower; agriculture; fisheries; roads; recreation; industrial park (Selkirk); evaluation; water control; farm water services; land clearing and adjustment; Interlake veterinary clinics; training; project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Special Areas Agreements Program

The program acts as an indirect inducement to draw industry to existing and potential regional growth centres by providing the infrastructure requirement to make these centres more attractive locations.

Newfoundland Special Areas and Special Highways Agreement

Description: This class covers information relating to the provision of infrastructures and social adjustments in designated slow-growth areas of the province of Newfoundland. *Topics:* Liaison Committee; St. John's; Come-by-Chance; Burin; Grand Falls — Gander; Stephenville; Corner Brook; Hawke's Bay — Port au Choix; Happy Valley; roads outside special areas; special highways; individual project case files. *Special Access Note:* Portions, or all, of this class or records can now be found in the Regional Offices of DRIE.

Nova Scotia Special Areas and Special Highways Agreement

Description: This class covers information relating to the provision of infrastructure and social adjustment programs in designated slow-growth areas of the province of Nova Scotia. *Topics:* Liaison Committee; Strait of Canso; Halifax — Dartmouth; highways; special highways; individual project case files. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

New Brunswick Special Areas Agreement (03/04/70 to 31/12/76) and Special Highways Agreement (01/04/71 to 31/03/75)

Description: This class covers information relating to the provision of infrastructure and social adjustment programs in designated slow-growth areas of the province of New Brunswick. *Topics:* Liaison Committee; Moncton; Saint John; highways; special highways; individual project case files. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Agreement with the Province of Québec Regarding Special Areas

Description: This class covers information relating to agreements conceived in order to carry out the programs of social recovery and the placing of infrastructures in designated slow-growth areas of Québec. *Topics:* Liaison Committee; Development Committee; Saint-Scholastique — New International Airport of Montreal area; Saguenay — Lake St. John; Québec City; Trois-Rivières; Sept-Iles — Port Cartier; individual project files. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Manitoba Special Areas Agreement

Description: This class covers information relating to the provision of infrastructure and social adjustment programs in designated slow-growth areas of the province of Manitoba. *Topics:* Liaison Committee; The Pas; street construction; sewer and water; fire protection; schools; public buildings; roads; housing; individual project case files. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Saskatchewan Special Areas Agreement

Description: This class covers information relating to the provision of infrastructure and social adjustment programs in designated slow-growth areas of the province of Saskatchewan. *Topics:* Liaison Committee; Meadow Lake; individual project files. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Alberta Special Areas Agreement

Description: This class covers information relating to the provision of infrastructure and social adjustment programs in designated slow-growth areas of the province of Alberta. *Topics:* Liaison Committee; Lesser Slave Lake; individual project case files. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

DELETED CLASSES OF RECORDS

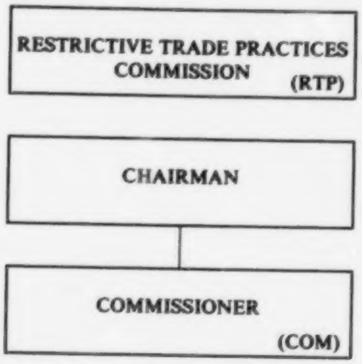
The following classes of records have been deleted because the information has been amalgamated with other classes of records.

RIE/SEI-080	Service Industries
RIE/PPC-100	Policy, Planning and Control Branch
RIE/AMP-120	Automotive, Marine and Rail
RIE/OII-135	Office of Industrial Innovation
RIE/EMP-160	Emergency Planning
RIE/MEB-165	Machinery and Equipment Advisory Board
RIB/ESP-195	Small Business Secretariat
RIE/CSB-270	Computer Service
RIE/RMB-275	Resource Management Branch
RIE/AUD-295	Office of Internal Audit
RIE/NSP-355	DRIE — General
RIE/NSP-360	Industrial and Regional Development
RIE/NSP-365	Programs ITC/DREE
RIE/NSP-370	Programs DRIE
RIE/NSP-375	Tourism

RESTRICTIVE TRADE PRACTICES COMMISSION

Chapter 84

RESTRICTIVE TRADE PRACTICES COMMISSION


RESTRICTIVE TRADE PRACTICES COMMISSION (RTP)
CHAIRMAN
COMMISSIONER (COM)

005 General Enquiries on All Products and Services (Section 47)
010 Enquiries under Part IV.1 of the Act (Court of Record)

ACCESS TO INFORMATION
CO-ORDINATOR
RESTRICTIVE TRADE PRACTICES
COMMISSION
359 KENT STREET, 3rd FLOOR
P.O. BOX 336
POSTAL STATION A
OTTAWA, ONTARIO
K1N 8V3

RESTRICTIVE TRADE PRACTICES COMMISSION

Background

The Restrictive Trade Practices Commission (RTPC) is one of the two entities established by the *Combines Investigation Act* to carry on the federal government's anti-combines work, the other being the Director of Investigation and Research, Department of Consumer and Corporate Affairs. With the exception of certain functions under the *Shipping Conferences Exemption Act*, all the present functions of the Commission are specified in the *Combines Investigation Act*.

Overall Responsibilities

As an administrative tribunal, the Commission's function is to appraise and report on statements of evidence related to enquiries which may be transmitted to it by the Director of Investigation and Research. Part IV.1 of the *Combines Investigation Act* conferred a quasi-judicial function upon the Restrictive Trade Practices Commission and, for the purposes of that part, made it a Court of Record.

Access Procedures

Formal requests under the *Access to Information Act* should be directed to

Access to Information Co-ordinator
Restrictive Trade Practices Commission
359 Kent Street, 3rd Floor
P.O. Box 336
Postal Station A
Ottawa, Ontario
K1N 8V3
Telephone: (613) 992-0274

Secretariat

The Commission acts as a fact-finding and reporting body, and as a Court of Record under the *Combines Investigation Act* (investigation of combines, monopolies, trusts and mergers). The Commission considers evidence submitted to it by the Director of Investigation and Research (see Bureau of Competition Policy, Consumer and Corporate Affairs Canada) and holds hearings where both sides present their arguments. The Commission then reviews and appraises the evidence and material submitted, recommends remedies, and reports to the Minister of Consumer and Corporate Affairs Canada. As a Court of Record, the Commission may issue orders of an appropriate nature.

Manuals

- RTPC Rules and Regulations — describes practices and procedure in proceedings under Part IV.1

Classes of Records

RTP/COM-005

General Enquiries on All Products and Services (Section 47)

Description: Information on hearings before the Commission to consider evidence submitted by all parties. *Retrievability:* Files arranged by individual and company.

RTP/COM-010

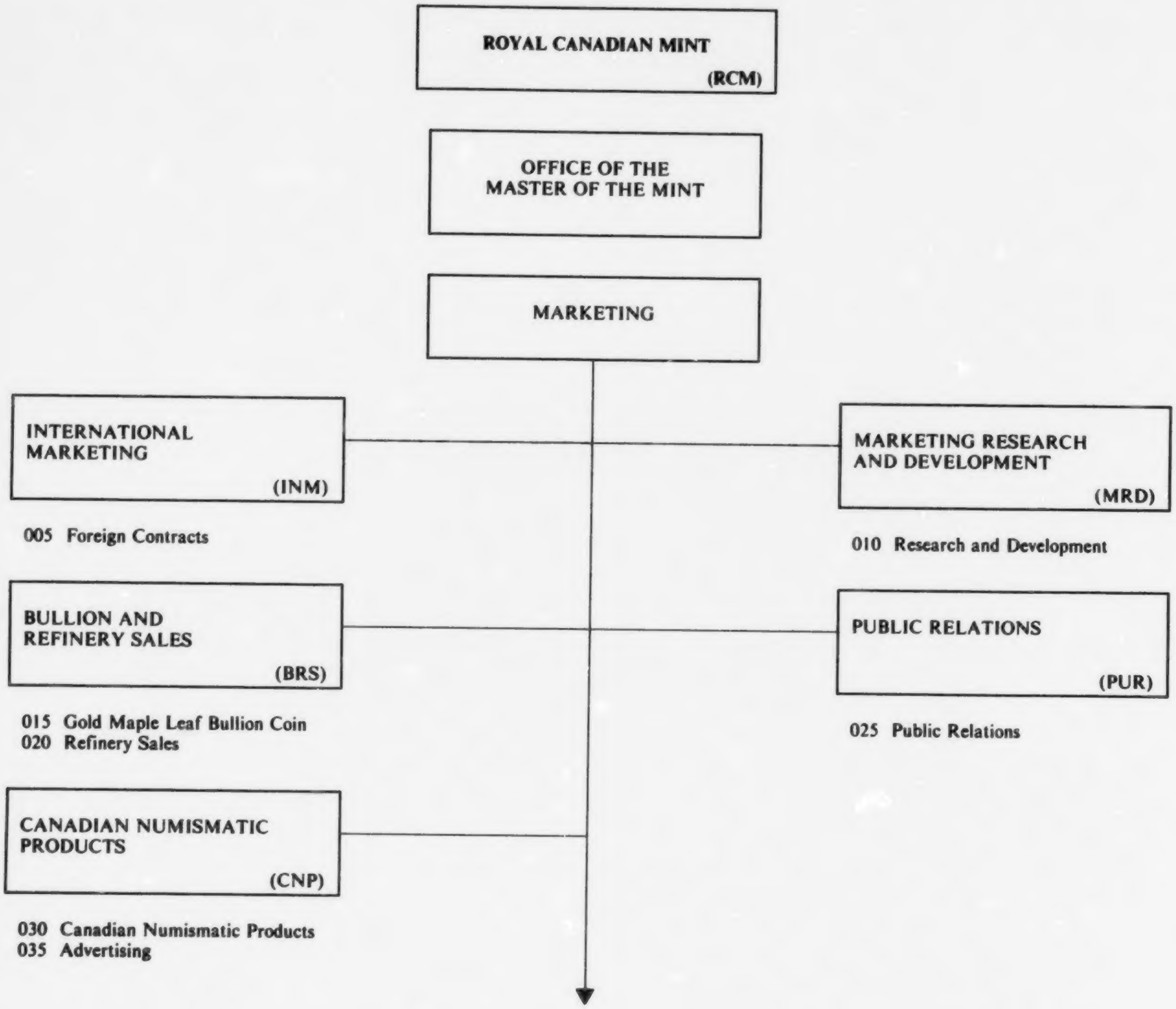
Enquiries under Part IV.1 of the Act (Court of Record)

Description: Information on hearings before the Commission to consider evidence submitted by all parties. *Retrievability:* Files arranged by individual and company.

ROYAL CANADIAN MINT

Chapter 85

ROYAL CANADIAN MINT


ROYAL CANADIAN MINT
(RCM)
OFFICE OF THE MASTER OF THE MINT
MARKETING
INTERNATIONAL MARKETING
(INM)
MARKETING RESEARCH AND DEVELOPMENT
(MRD)
BULLION AND REFINERY SALES
(BRS)
PUBLIC RELATIONS
(PUR)
CANADIAN NUMISMATIC PRODUCTS
(CNP)

005 Foreign Contracts

010 Research and Development

015 Gold Maple Leaf Bullion Coin
020 Refinery Sales

025 Public Relations

030 Canadian Numismatic Products
035 Advertising

ROYAL CANADIAN MINT

MANUFACTURING

MANUFACTURING DIVISION (MAD)

040 Minting
045 Metals and Alloys

ENGINEERING SERVICES (ENS)

060 Technical Engineering

MATERIAL MANAGEMENT (MAM)

070 Procurement
075 Mint Office
080 Vault and Shipping
085 Canadian Circulating Coin
090 Worn and Mutilated Coin

REFINERY (REF)

105 Refinery Services

COINS AND MEDALS (CAM)

050 Coins
055 Medals, Medallions and Other Devices

ENGRAVING (ENG)

065 Design Engraving

QUALITY ASSURANCE AND ASSAY (QAA)

095 Quality Assurance
100 Assay

TECHNICAL SERVICES (TES)

110 Technical Services

ACCESS TO INFORMATION
CO-ORDINATOR
PERSONNEL AND INDUSTRIAL
RELATIONS SECTION
ROYAL CANADIAN MINT
355 RIVER ROAD, 6th FLOOR
VANIER TOWERS, TOWER B
VANIER, ONTARIO
K1A 0G8

ROYAL CANADIAN MINT

Background

The Ottawa Mint was originally established in 1908 as a branch of the Royal Mint of London, England. On December 1, 1931, an Act of Parliament established the Royal Canadian Mint as a branch of the Department of Finance. On April 1, 1969, the Mint became a Crown corporation. Its head office is in Vanier, Ontario; its three plants are located in Ottawa Hull, and Winnipeg.

Overall Responsibilities

The Mint's primary purpose is to produce and arrange for the production and supply of coin currency in Canada. It also competes in the international circulation and numismatic coin markets against other national or private mints to produce coins of countries other than Canada, and operates a refinery to melt, assay and refine gold, silver and other metals. Over the years, the Mint has won a significant number of international contracts.

The Mint's activities include the production of blanks, coins, metals, medallions, tokens and dies. It maintains a staff competent in the various minting processes, so that it can treat precious metals and produce any coin size, in most shapes and finishes, including proof, brilliant, uncirculated or circulated. The Mint is known throughout the industry for its advanced technology and high standards of quality, and has been commended by the numismatic community for its craftmanship and the quality of its commemorative and numismatic coins.

Organization

The Mint operates in much the same way as a private company. The principal officer of the Mint is the Master (president and chief executive officer); executive control is vested in the board of directors. The Master is also a member of the board of directors. The Royal Canadian Mint reports to the government through the Minister of Supply and Services.

The Master is supported by a vice president for each of the three divisions: Administration and Finance, Marketing, and Manufacturing. The Marketing Division comprises four units: International Marketing, Bullion and Refinery Sales, Public Relations, and Numismatic Products. The Manufacturing Division also consists of four units: Engineering, Engraving, and the plants in Ottawa and Winnipeg. The two plants also operate Technical Services, Quality Assurance, and Production sections; in addition, the Ottawa plant operates the Material Management section and the Refinery.

General Information

Any current information on the Royal Canadian Mint can be obtained by contacting

Public Relations Section
Royal Canadian Mint
355 River Road, 5th Floor
Vanier Towers, Tower B
Vanier Ontario
K1A 0G8
Telephone: (613) 993-0310 or 993-2239

Access Procedures

Formal requests under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator
Personnel and Industrial Relations Section
Royal Canadian Mint
355 River Road, 6th Floor
Vanier Towers, Tower B
Vanier Ontario
K1A 0G8
Telephone: (613) 993-1249

Marketing

This division is responsible for planning, organizing and directing sales of Mint products and services in both domestic and foreign markets It develops sales strategies and marketing activities, prepares sales forecasts and is responsible for obtaining the necessary contracts to keep the Manufacturing Division working at full capacity.

Manuals

- Corporate Policies Manual — gives commercial policies and guidelines on quotations
- Detailed Product Specifications — provides specifications o each product

International Marketing

This unit contacts foreign countries in an effort to produce contracts for the manufacture of their domestic coin and numismatic products.

Marketing Research and Development

This unit develops new product and service opportunities and new markets for medals, tokens, and trade dollars for the Mint.

Bullion and Refinery Sales

This unit plans, organizes, directs and controls the marketing activities of the Bullion and Refinery Sales.

Manuals

- Ontario Mineral Policy Background Paper No. 12 (general viewing)

Public Relations

This unit plans, organizes and directs the Mint's public information program. It informs the public on policies and programs of the Mint; supervises press relations nationally and internationally; and is responsible for the compilation, editing, and publishing of the Royal Canadian Mint Annual Report.

Canadian Numismatic Products

This unit plans, organizes and directs all Canadian numismatic programs and sales by developing short and long range objectives. It develops and recommends marketing policies for Mint products, and assists in the national and international promotion of Canadian numismatic programs; has direct worldwide liaison with coin distributing agents and dealers; and co-ordinates the coin design program for each new Canadian numismatic coin. This division in also responsible for the advertising campaigns for the Canadian numismatic programs.

Manufacturing

Manufacturing Division

This division produces Canadian circulation coinage, and Canadian numismatic coins for sale to collectors Foreign circulation and numismatic coins are also produced, as well as medals and trade dollars, all under a competitive bidding process. In addition the Ottawa plant operates the Mint's refinery, which refines precious metal for mines, jewellers, banks and other institutions, both Canadian and foreign.

Coins and Medals

This unit manufactures all coins, medals, tokens, trade dollars, and blanks produced by the Mint for Canada and, by contract, for foreign countries. It also produces some of the metal alloys used in minting such as bronze, cupronickel, tombac, and 500 fine silver.

Engineering Services

This unit provides advice on equipment; maintains liaison with the Department of Public Works and outside contractors on repairs and alterations to buildings; proposes plans, specifications and drawings for equipment fabrication, installation and layout; designs toolings required in manufacturing; and provides product specifications.

Manuals

- Quotation Specifications — provides details to quote on domestic and foreign contracts
- Detailed Product Specifications — provides specifications for all coins and medals

Engraving

This unit provides the designs, models, casts, and reductions used for punch production, and related photographic and display work. Models of effigies, coats of arms and other designs are rendered in plasticine from the original drawings. Punches and dies are engraved with the utmost care for precision and detail to ensure the artistic quality of the final product.

Manuals

- Operating instructions for various reducing machines — provides instructions

Material Management

This section has responsibilities in many areas:

- receiving weighing and recording shipments of rough gold and silver bullion from calculating, result, the amount of fine gold and silver in these shipments, the fine product.
- assembling, packaging and shipping numismatic products to distributing agents and Orders
- receiving weighing, and recording shipments of precious metal blanks; controlling the
- ordering, receiving, weighing, and recording both raw and manufactured material as well
- the receipt, control, and issue of finished Canadian cities in and payment

Quality Assurance and Assay

Quality Assurance maintains quality standards and performance of equipment; ensures that all incoming materials meet standards and specifications; inspects all work in-progress and finished articles to control the quality of the products of the Mint; performs metallurgical investigation in the heat treating of different metals.

Assay performs assays of: bullion scrap jewellery and fine gold; fine and standard silver; silver and alloyed coins; coinage bars; refinery sweep; commercial gold and silver under the *Precious Metals Marketing Act*; and suspect counterfeit coins. The analytical laboratory performs chemical and metallurgical analyses and assists various departments with problems of an analytical nature; electroplates gold or silver on medals, etc; prepares and standardizes gold or silver trial plates; and processes control work in production of coins.

Refinery

This unit refines newly mined gold bullion received from Canadian mines. Subsidiary functions are to refine jewellery scrap, placer deposits, fused metals and worn coin received from the Bank of Canada and silver bearing materials received from various sources. The materials recovered from the precipitator are sold as sweep. Also forming part of the sweep are all pots, crucibles, etc., which are crushed into dust.

Technical Services

This unit is responsible for all maintenance, repairs, and installation of new and existing equipment as well as building-related repairs and services. It is also responsible for the manufacture of coining dies, collars, and tooling.

Classes of Records

RCM/INM-005

Foreign Contracts (Revised)

Description: Information on th procurement and fulfillment of contracts with foreign countries for the manufacture of their domestic coin and numismatic products. *Topics:* Commemorative and domestic coins; special coin programs; medals and medallions; tokens; jewellery; trade dollars.

RCM/MRD-010

Research and Development (Revised)

Description: Research reports on present and future markets for Mint products and services. *Topics:* Coins; medals; tokens; trade dollars; studies; reports; surveys.

RCM/BRS-015

Gold Maple Leaf Bullion Coin

Description: Information on the manufacture of the Gold Maple Leaf bullion coin and the promotion of this special program. *Topics:* Advertising marketing production; retailing; sales.

RCM/BRS-020

Refinery Sales

Description: Information on negotiations with Canadian and foreign mines and precious metals dealers of contracts for the refining services of the Royal Canadian Mint. *Topics:* Gold and silver bullion; gold bars; granulated gold and silver.

RCM/PUR-025

Public Relations

Description: Information on the administration of public affairs and relations, and publicity both nationally and internationally; research data on countries cities and events for public relations activities. *Topics:* Exhibits; fairs; films and slides; photographs; portable displays; postcards; press conferences; press releases; launches; annual report; reports and surveys.

ROYAL CANADIAN MINT

RCM/CNP-030
Canadian Numismatic Products

Description: Information on the design, production, marketing, and distribution of Canadian numismatic products and transactions between the Mint and its distributing agents and dealers. *Topics:* Canadian and foreign distrubuting agents and dealers; contract cost comparisons; requirement forecasts sales records; correspondence with Canadian artists; coin designs; coin design committees.

RCM/CNP-035
Advertising

Description: Newspaper and magazine advertisements; marketing and advertising firms used to advertise and promote Canadian numismatic coin programs worldwide. *Topics:* Advertisements; cost comparisons; budget; brochures; posters; counter cards.

RCM/MAD-040
Minting

Description: Information on minting operations, new processes and machinery, studies and surveys patent rights and registrations. *Topics:* Patent rights and licenses; permission to use copyright material; counterfeit coins; defacement of coins; coin facsimiles; reports and surveys.

RCM/MAD-045
Metals and Alloys

Description: Information on the use of metals, precious metals, and alloys in Mint production.

RCM/CAM-050
Coins

Description: Information on the cutting and weighing of the blanks; striking and processing domestic and numismatic coins. *Topics:* Melting; rolling; blanking; rimming; annealing; striking; examining; telling.

RCM/CAM-055
Medals, Medallions, and Other Devices

Description: Information on cutting, striking, and processing of medals, medallions and other devices such as tokens, trade dollars, jewellery, and blanks to the required diameter, alloy and weight for domestic and foreign clients.

RCM/ENS-060
Technical Engineering

Description: Information on the design, construction and maintenance of machines and tooling implements; repairs and alterations of buildings; product specifications; plans and drawings.

RCM/ENG-065
Design Engraving

Description: Information on methods and procedures used in the inscription or ornamentation of prints or designs upon hard surfaces to produce models, master matrices and master punches which are later used in the striking of coins, medals, etc. *Topics:* Badges coins; dies; drawings; equipment; medals; metrication; symbols.

RCM/MAM-070
Procurement

Description: Information on the ordering, receiving, and control of raw and manufactured materials and supplies machinery, metals and precious metals, blanks and packaging materials, all of which are used in the manufacturing process of Mint products. *Topics:* Gold, silver, other metals such as copper nickel, bronze; packaging requirements; purchase orders; suppliers.

RCM/MAM-075
Mint Office

Description: Information on the procedures for receiving and processing precious metal bullion; co-ordinating gold transactions between the Mint and mines, jewellers and manufacturers. *Topics:* Gold and silver bullion receiving; fine gold and silver storage; shipping of fine products.

RCM/MAM-080
Vault and Shipping

Description: Inventories and control of issue of finished numismatic coins and coin sets; assembling, packaging, and shipping of numismatic products.

RCM/MAM-085
Canadian Circulating Coin

Description: Control and issue of Canadian circulating coin to banks on instruction from the Bank of Canada.

RCM/MAM-090
Worn and Mutilated Coin

Description: Shipments received from banks of fused and mutilated coin; submissions to refinery for melting.

RCM/QAA-095
Quality Assurance

Description: Information concerning quality standards of Mint products; metals stress testing testing quality of production supplies and materials. *Topics:* Numismatic products; precious metals, metals, and metal alloys; blanks; dies; tooling.

RCM/QAA-100
Assay

Description: Information on the testing of bullion, jewellery, refined gold and silver to determine the quality of precious metals present; analyses of chemicals and metals.

RCM/REF-105
Refinery Services

Description: Information concerning the receipt weighing, and refining of precious metal bullion scrap jewellery, placer deposits, and fused metals; accumulation and sale of sweeps.

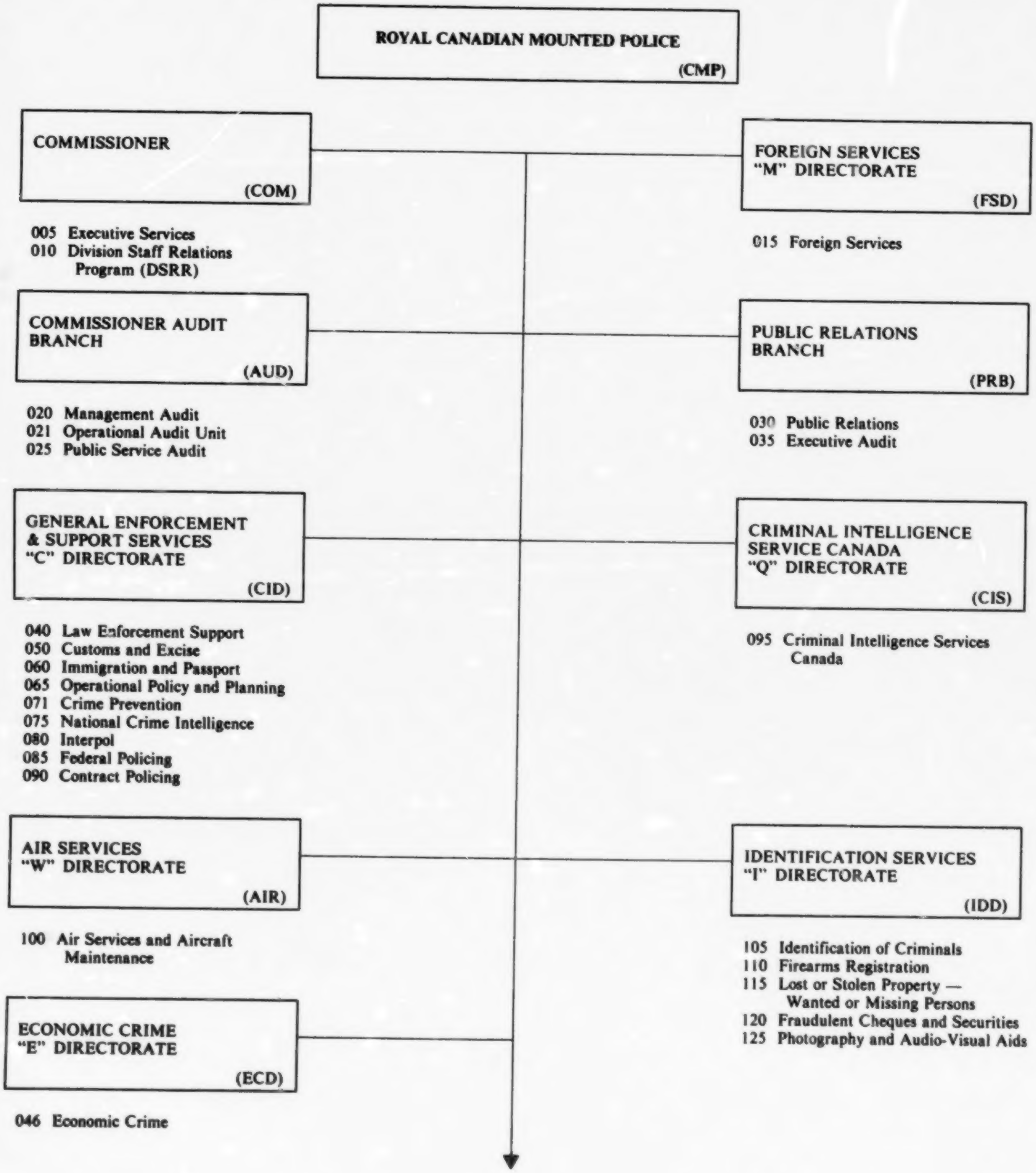
RCM/TES-110
Technical Services

Description: Information relating to repairs and maintenance of machinery and equipment, utilities, building renovations and maintenance, and the manufacture of dies and tooling used in the minting processes. *Topics:* Trades such as carpentry blacksmithing, electricity, plumbing, tool and die making.

ROYAL CANADIAN MOUNTED POLICE

Chapter 86

ROYAL CANADIAN MOUNTED POLICE



ROYAL CANADIAN MOUNTED POLICE (CMP)

COMMISSIONER (COM)

005 Executive Services
010 Division Staff Relations Program (DSRR)

COMMISSIONER AUDIT BRANCH (AUD)

020 Management Audit
021 Operational Audit Unit
025 Public Service Audit

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040 Law Enforcement Support
050 Customs and Excise
060 Immigration and Passport
065 Operational Policy and Planning
071 Crime Prevention
075 National Crime Intelligence
080 Interpol
085 Federal Policing
090 Contract Policing

AIR SERVICES "W" DIRECTORATE (AIR)

100 Air Services and Aircraft Maintenance

ECONOMIC CRIME "E" DIRECTORATE (ECD)

046 Economic Crime

FOREIGN SERVICES "M" DIRECTORATE (FSD)

015 Foreign Services

PUBLIC RELATIONS BRANCH (PRB)

030 Public Relations
035 Executive Audit

CRIMINAL INTELLIGENCE SERVICE CANADA "Q" DIRECTORATE (CIS)

095 Criminal Intelligence Services Canada

IDENTIFICATION SERVICES "I" DIRECTORATE (IDD)

105 Identification of Criminals
110 Firearms Registration
115 Lost or Stolen Property — Wanted or Missing Persons
120 Fraudulent Cheques and Securities
125 Photography and Audio-Visual Aids

ROYAL CANADIAN MOUNTED POLICE

DRUG ENFORCEMENT
"D" DIRECTORATE
(DED)

055 Drug Enforcement

TECHNICAL SECURITY
"T" DIRECTORATE
(TSD)

160 Security Engineering
165 Security Systems
166 Electronic Data Processing (EDP) Security
167 Explosive Disposal and Technology

FORENSIC LABORATORIES SERVICES
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(LAB)

130 Forensic Laboratory Services
135 Scientific and Technical Services

INFORMATION ACCESS —
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(AIP)

140 Policy and Research
145 Disclosures

PROTECTIVE SERVICES —
"P" DIRECTORATE
(PRO)

151 VIP/Airport Policy Branch
156 Major Events
157 Support Services Branch
158 Protective Operations Branch

INFORMATICS
"V" DIRECTORATE
(RSV)

170 Systems Analysis and Programming
175 Systems Engineering
180 Systems Integration
185 Systems Research and Planning
190 Computer Operations
195 Liaison Services
200 Communications Security
205 Network Services
210 Telecommunications Development and Research
215 Telecommunications Engineering
220 Canadian Police Information Centre (CPIC)
225 Records Management
230 Information Systems Management

TRAINING —
"N" DIVISION
(TRN)

235 Public Relations and Ceremonial Services
240 Canadian Police College

DEPOT DIVISION
(DEP)

246 Training Office
255 Armourer

ROYAL CANADIAN MOUNTED POLICE

OPERATIONAL DIVISIONS
(OPD)

260 Planning
265 Police Community Relations and Crime Prevention
270 Commercial Crime
275 Customs and Excise
280 National Crime Intelligence Services
285 Immigration and Passport
290 Drug Enforcement
295 General Investigation Services
300 Airport Policing
305 General Detachment Policing
310 Law Enforcement Support
315 VIP Security
320 Security Engineering
325 Security Systems
330 Crime Index Services
335 Identification Services
340 Telecommunications Services
345 Native Policing

SERVICES AND SUPPLY "S" DIRECTORATE
(SSD)

901 Administration
905 Buildings and Property
907 Lands
908 Utilities
909 Equipment and Supplies
910 Furniture and Furnishings
911 Office Appliances
912 Procurement
913 Vehicle, Ship, Boat and Aircraft Accidents

OFFICE OF THE CHIEF FINANCIAL OFFICER
(CFO)

914 Finance
915 Accounts and Accounting
917 Budgets

ORGANIZATION AND PERSONNEL — "A" DIRECTORATE
(SPA)

918 Personnel
919 Classification of Positions
920 Employment and Staffing
921 Human Resources
924 Pensions and Insurance
925 Salaries and Wages
926 Staff Relations
927 Training and Development

HEALTH SERVICES — "H" DIRECTORATE
(HSD)

922 Occupational Health, Safety and Welfare

OFFICIAL LANGUAGES "O" DIRECTORATE
(OLD)

923 Official Languages

THE COMMISSIONER
ROYAL CANADIAN MOUNTED POLICE
1200 ALTA VISTA DRIVE
OTTAWA, ONTARIO
K1A 0R2
ATTENTION: DEPARTMENTAL ACCESS CO-ORDINATOR

ROYAL CANADIAN MOUNTED POLICE

Background

The Royal Canadian Mounted Police (RCMP) was originally formed in 1873, under an Act of Parliament. In accordance with the present *RCMP Act*, the Commissioner, under the direction of the Solicitor General of Canada, is responsible for the control and management of the Force.

The Royal Canadian Mounted Police enforces laws throughout Canada made by or under the authority of Parliament. Administration of justice within the provinces, including enforcement of the Criminal Code, is the responsibility of the provincial governments. The RCMP has contract agreements with the two territories and all provinces (except Ontario and Québec) to enforce criminal, territorial and provincial laws pursuant to Section 20 of the *RCMP Act*.

Organization

Headquarters of the RCMP is in Ottawa. The Royal Canadian Mounted Police consists of 16 divisions. Each division is managed by a commanding officer. There are 13 operational divisions divided into 47 sub-divisions and 718 detachments located in all provinces and the territories. These divisions are alphabetically designated, with the headquarters for each located in its respective provincial or territorial capital, except for "A" which is in Ottawa and "C" which is in Montréal. Under the Commissioner, functional direction is provided by four deputy commissioners in charge of Administration, Operations (Criminal), Operations (Protective) and Law Enforcement Services.

Specialized support is offered to the 13 operational divisions by air, identification and laboratory services. The remaining three divisions are "HQ" and "N", located at Ottawa and Rockcliffe, Ontario, respectively and Depot Division located at Regina, Saskatchewan.

The RCMP Academy (recruit training) is located at Depot Division in Regina. "N" Division comprises the Canadian Police College, the Musical Ride and the Band. HQ (Ottawa) consists of the Commissioner's office and secretariat, directorate policy and co-ordinating centres, and specialized support services such as the forensic laboratory, the Canadian Police Information Center, and the Foreign Services Directorate which has responsibilities for activities of RCMP members stationed abroad.

Major Publications

Informal Access to Manuals

Informal access to examine the basic and subsidiary manuals governing the administration and operation of the Royal Canadian Mounted Police will be provided by the Ministry of the Solicitor General, 340 Laurier Avenue West, Ottawa, Ontario, (hours 8:00 to 15:00) and the Divisional Headquarters located at the following points:

306 Charter Avenue
Pleasantville, Newfoundland
hours 08:30 to 12:00
12:45 to 16:30

3139 Oxford Street
Halifax, Nova Scotia
hours 08:30 to 16:30

Woodstock Road
Fredericton, New Brunswick
hours 08:30 to 16:30

450 University Avenue
Charlottetown, Prince Edward Island
hours 08:30 to 16:30

4225 Dorchester Boulevard
Montréal, Québec
hours 08:30 to 16:30

225 Jarvis Street
Toronto, Ontario
hours 08:30 to 16:30

1091 Portage Avenue
Winnipeg, Manitoba
hours 08:30 to 16:30

6101 Dewdney Avenue
Regina, Saskatchewan
hours 08:30 to 16:30

1140 — 109th Street
Edmonton, Alberta
hours 08:30 to 16:30

5255 Heather Street
Vancouver, British Columbia
hours 08:30 to 16:30

4100 — 4th Avenue
Whitehorse, Yukon Territory
hours 08:30 to 16:30

5010, 49th Avenue
Yellowknife, Northwest Territories
hours 08:30 to 16:30

Basic Manuals

- Administration Manual
- Operational Manual

Subsidiary Manuals

- Air Services
- Financial Management
- Marine Services
- Material Management
- Officers
- Personnel Administration Manual — Public Service
- Planning
- Property Management
- Records Management
- Staffing Personnel
- Telecommunications and EDP Manual
- Transport Management
- Uniform and Dress
- Firearms Training
- Laboratory Services
- Identification Investigators' Manual

- National Firearms
- Tactical Operations

In addition to the basic and subsidiary manual list, the RCMP uses other manuals which are specific to particular areas of law enforcement.

General Information

Individuals wishing to make general enquiries on the RCMP, when access to actual records is not required, may do so by contacting:

Royal Canadian Mounted Police
Public Relations Branch
1200 Alta Vista Drive
Ottawa, Ontario
K1A 0R2

Access Procedures

All record access requests under the *Access to Information Act* are processed centrally and should be addressed to

The Commissioner
Royal Canadian Mounted Police
1200 Alta Vista Drive
Ottawa, Ontario
K1A 0R2
Attention: Departmental Access Co-ordinator
Telephone: (613) 993-7984

The diversity of operations within the federal, provincial, municipal and territorial jurisdictions results in information storage systems that are decentralized. For this reason, persons submitting access requests must indicate the geographic location they want searched.

Foreign Services — "M" Directorate

This directorate supports the Force's activities abroad by promoting co-operation with police agencies in contributing to the reduction in international crime, terrorism, drug trafficking, commercial crime, organized crime, illegal transfer of technology and other criminal activity.

Commissioner Audit Branch

This branch is responsible to the Commissioner for developing and directing, within Force policy, comprehensive internal audits of divisions, directorates and independent headquarters branches.

Manuals

- Audit Branch Handbook

Public Relations Branch

The branch is responsible for making the general public and media personnel more fully aware of the positive role of the RCMP and for encouraging co-operation and understanding between the general public, the media and the RCMP.

General Enforcement and Support Services — "C" Directorate

This directorate is responsible for directing and correlating activities of criminal investigations, crime prevention, law enforcement and the general operational activities of the Force both in the field divisions and in the various responsibility centres of the directorate.

Manuals

- PIRS Reference Manual
- OSR System User Reference Manual

Economic Crime Enforcement — "E" Directorate

This directorate is responsible for planning, developing and co-ordinating the Economic Crime Enforcement Program.

Criminal Intelligence Service Canada (CISC) "Q" Directorate

The purpose of CISC is to provide facilities to ensure the exchange of criminal intelligence between enforcement units, intelligence units and the CISC provincial bureaus, where the "intelligence process" of collection, evaluation, collation, analysis, re-evaluation and dissemination can be made to effectively combat the spread of organized crime in Canada.

Manuals

- CISC Reference Manual

Air Services — "W" Directorate

This directorate is responsible for the provision of advice on all air services matters, the formulation of air services policies, procedures and regulations and the acquisition, repair and overhaul of all RCMP aircraft.

Manuals

- RCMP Air Maintenance Manual
- Air Services Manual

Identification Services — "I" Directorate

This directorate is responsible for the planning, direction, development of policy, and general supervision of RCMP operations related to Identification Services.

Manuals

- Criminal Record Procedures Manual
- Identification Services Manual
- Identification Investigators' Manual
- National Firearms Manual

Forensic Laboratory Services — "L" Directorate

This directorate is responsible for the planning, direction and development of policy, and general supervision of Force capabilities related to laboratory services.

Manuals

- Currency Reference Manual
- Laboratory Services Manual
- Methodology Manual
- Methodology and Training Guides as Applied to Forensic Science
- Science Gas and Liquid Chromatography Manuals
- Infrared and Ultraviolet Spectrophotometry

Information Access — "F" Directorate

This directorate is responsible for the analysis and review of proposed and existing federal and provincial privacy and access to information legislation; the development and application of policies and procedures to satisfy legislative requirements; and for responding to all requests for information received under the provisions of new or existing legislation.

Protective Services — "P" Directorate

This directorate is responsible for planning, developing, co-ordinating and directing the policies and activities of the protective policing functions of the RCMP.

Informatics — "V" Directorate

This directorate is responsible for designing and implementing Force-wide systems of electronic data processing (EDP) and telecommunication services. The nation-wide services are provided to the RCMP and other accredited law enforcement agencies.

It is also responsible for planning and directing RCMP policies and programs for record keeping, micrographics, information systems and the RCMP identity program.

Manuals

- Canadian Police Information Centre (CPIC) Reference Manual
- General Cryptographic Instructions
- Records Management Manual

Training — "N" Division

This division is responsible for planning, organizing, staffing, directing and controlling the facilities, resources and operations of the Canadian Police College and providing public relations and ceremonial services for the Force in Canada and abroad.

Manuals

- Equitation Handbook
- Course Training Standards — for all courses offered at the College

Depot Division

This division is responsible for providing basic training to new recruits to prepare them for their future duties and responsibilities in the RCMP.

Manuals

- Course Training Standards
- Cavalry Drill Manual

Technical Security — "T" Directorate

This Directorate is responsible for technical matters which support either the law enforcement or the protective functions of the RCMP.

Drug Enforcement — "D" Directorate

This Directorate is responsible for planning, developing, co-ordinating and directing the policies and activities of the Force related to drug law enforcement.

Manuals

- Undercover Manual

Operational Divisions

The Operational Divisions are responsible for the detection, suppression and prevention of crime within established geographical boundaries. They provide provincial and in some areas, municipal policing services under contractual arrangements, except for the provinces of Québec and Ontario, where the RCMP mainly enforces federal statutes.

Manuals

- Planning
- Audit Manuals
- EDP Manuals
- Currency Reference Manual
- RCMP Laboratory Services Manual
- Automated Information Customs Services Manual
- EDP Systems Manuals
- Passport Examination Manual
- Undercover Manual
- National Firearms Manual
- Records Management Manual
- CPIC Manual
- Laboratory Service Manual
- Identification Investigator's Manual
- Telecommunications Handbook
- Telecommunications and EDP Manual

Services and Supply — "S" Directorate

The directorate is responsible for directing the planning, development, implementation and evaluation of RCMP policies and programs related to accommodation, transport, material, food, miscellaneous services and internal energy conservation.

Office of the Chief Financial Officer

The Office is responsible for budgeting and accounting systems, financial administration, the annual program forecast, estimates, analysis of expenditures and revenue trends, implementation and maintenance of financial accounting and reporting systems and direction of financial policies.

The classes of records which describe the records maintained by these directorate policy and co-ordinating centres are shown under Standard Classes of Records at the end of the chapter.

Organization and Personnel — "A" Directorate

The directorate is responsible for planning and directing the policies and programs of the RCMP related to the organization and management of its human resources.

Health Services — "H" Directorate

This directorate is responsible for planning, organizing and directing the policies and programs of the Force on medical and dental treatment, occupational health and safety and environmental health, developing pre-engagement medical standards for applications and initiating and co-ordinating research projects in physical fitness and psychological testing.

Official Languages — "O" Directorate

Official Languages is responsible for the implementation and co-ordination of a unified program, within the Force, for compliance with the *Official Languages Act* and related policy directives.

Classes of Records

CMP/COM-005
Executive Services
Description: Information on the planning and organization of the RCMP, strategic policy planning and objectives, analytical studies and assistance to the Commissioner and senior executive committee in setting RCMP priorities. *Topics:* Demographic studies; criminal trends; deployment of human resources; co-operation with other government departments and other police departments; provincial and municipal policing contracts; federal role task force projects;

assistance, monitoring and assessment of division and directorate requirements; examination of policies, objectives and priorities of various RCMP programs; recommendations to the Commissioner and senior executive committee on all aspects of the RCMP's programs; evaluation of RCMP programs. *Retrievability:* Files are arranged by subject or project and may be held at HQ or regionally. *Storage Media:* Paper, microfiche, automated.

CMP/COM-010
Division Staff Relations Program (DSRR)

Description: Information on the planning, development and co-ordination of the Divisional Staff Relations Representative Program. *Topics:* Meetings of divisional staff relations representatives; policies and formation of DSRR programs; DSRR and commanding officer conferences. *Retrievability:* Files are arranged by program, project, activities and committee, and may be held at HQ or regionally.

CMP/FSD-015
Foreign Services

Description: Information on international crime and the criminal aspects of terrorism. *Topics:* Co-operation with other police forces, government departments and foreign agencies: official visitors to Canada; official hospitality policy and administration; liaison officer's conferences; training and assistance to foreign police forces; country assessment reviews. *Retrievability:* Files are arranged by subject, department agency and country, and are held at HQ or regionally.

CMP/AUD-020
Management Audit

Description: Information on the review and appraisal of the effectiveness of the entire activities of the Force and the management controls designed to guide and regulate these activities. *Topics:* Review of mission statements and Force objectives; review of managerial and operational information; assessment of resources; specific management research and associated recommendations; compliance with existing policy; effective communication; morale and career satisfaction; control and safeguarding of valuables and exhibits; review of problem areas; appraisal of existing management.

CMP/AUD-021
Operational Audit Unit

Description: Information gathered during the time the Security Service was part of the RCMP. At the time, the mandate of the Commissioner's Audit Branch was to audit all the Security Service activities to establish whether they were within the law, complied with the regulations and whether the Service was managed with due regard to economy, efficiency and effectiveness. This activity is no longer carried on as the Security Service separated from the RCMP July 16, 1984 and the Operational Audit Unit has been disbanded. *Topics:* Interview reports; interview plans; audit reports containing findings and recommendations; and audit summary reports containing recommendations, Security Service response and Audit Committee comment.

CMP/AUD-025
Public Service Audit

Description: Information on the independent review and appraisal of the efficiency and effectiveness of Public Service personnel management. *Topics:* Job classifications, compensation, benefits, hours of work, human resource planning; personnel management planning; administration of collective agreements; training, travel, relocation, staffing, staff relations; publishing of audit reports; collection, disclosure and use of personal information; public access to audit reports; equal opportunities for women, native peoples and the disabled; occupational health and safety; contingency planning and handling of strikes.

CMP/PRB-030
Public Relations

Description: Information on the distribution of information on the Force to the public and media concerning current or historical matters; publication of the RCMP Quarterly and Gazette and the handling of displays on safety or crime prevention. *Topics:* Liaison and public relations; exhibitions; visits and tours; RCMP Quarterly and Gazette; graphic arts; museums, relics and curios; presentations to and by the Force; appreciation, condolences and greetings; ceremonies and celebrations; addresses and speeches; historical and contemporary photographs. Information under this class may include personal information which must be accessed under the *Privacy Act*. *Retrievability:* Files are arranged by subject, name of individual, company or project.

CMP/PRB-035
Executive Office

Description: Information on executive assistance provided to the Commissioner and senior executive committee and liaison with the Solicitor General's office. *Topics:* Minutes of senior executive committee meetings and ministerial meetings; executive travel itinerary of Solicitor General's staff and the RCMP Commissioner; Solicitor General's correspondence; questions by Members of House of Commons; visits and tours. *Retrievability:* Files are arranged by subject, project and travel log.

CMP/CID-040
Law Enforcement Support

Description: Includes information on technical and electronic support of criminal investigations through equipment and expertise in the field of audio surveillance and on the polygraph and voice identification programs. *Topics:* Interceptions under Part IV.1 of the Criminal Code; human resource planning and training of personnel; co-operation and liaison with domestic and foreign authorities; sale of technical equipment; licensing; authorization to intercept private communications; polygraph, audio and video analysis case files. *Retrievability:* Files are arranged by activity, program, project or organization. Files may be held either at HQ or regionally.

CMP/ECD-046 *Formerly Identified as:* CMP/CID-045
Economic Crime

Description: Includes information on the planning, development and co-ordination of the law enforcement programs for commercial crime involving bankruptcy, securities and income tax crimes, corporate and business frauds and organized white-collar crimes on a national and international scale. *Topics:* Enforcement of *Bankruptcy Act, Copyright Act, Canada Elections Act, Bank Act, Tax Rebate Discounting Act* and other federal statutes; frauds, forgeries, conspiracies, bankruptcies and corruption offences under the Criminal Code; provincial *Real Estate Act, Mortgage Brokers Act* and *Mechanics Lien Act;* co-operation and liaison with domestic and foreign authorities; securities fraud intelligence; agreements with other federal departments; Securities Fraud Information Centre. *Retrievability:* Files are arranged by organization, activity, program or project. Files may be held at HQ or regionally. *Storage Media:* Paper and magnetic storage media.

CMP/CID-050
Customs and Excise

Description: Includes information on the planning, development, implementation and co-ordination of an ongoing customs and excise enforcement program within the RCMP. *Topics:* Enforcement of *Customs and Excise Act, Excise Tax Act, Export and Import Permits Act, Cultural Property Export and Import Act, National Energy Board Act* and *Energy Administration Act;* conspiracies and frauds under the Criminal Code; intelligence, co-operation and liaison with domestic and foreign authorities; writs of assistance; search warrants; report procedures; agreements with other federal agencies; news releases. *Retrievability:* Files are arranged by organization, activity, program or project. Files may be held at HQ or regionally. *Storage Media:* Paper, microfiche and automated.

CMP/DED-055
Drug Enforcement
Description: Information on the development of RCMP policy and direction concerning drug enforcement including undercover and drug intelligence programs, as well as co-ordination of international investigations and assistance in developing government policy concerning drug abuse and enforcement. *Topics:* Enforcement of *Narcotic Control Act* and the *Food and Drugs Act*, Parts III and IV; intelligence; drug store inspections; identification of drugs and narcotics by mail; search and forfeiture; co-operation and liaison with domestic and foreign authorities; appointment of counsel; legislative amendments; prescriptions; theft of narcotics; writs of assistance. *Retrievability:* Files are arranged by organization, activity, program or project. Files may be held at HQ or regionally. *Storage Media:* Paper, microfiche and automated.

CMP/CID-060
Immigration and Passport
Description: Includes information on the planning, development and co-ordination of the RCMP's operational policies and procedures in the enforcement of the *Immigration Act* and provisions of the Criminal Code which refer to the illegal issue and possession of passports. *Topics:* Enforcement of *Immigration and Citizenship Act;* fraudulent use of SIN cards under the *Unemployment Insurance Act;* fraudulent use of Canadian passports under the Criminal Code; co-operation with domestic and foreign authorities; court rulings and judgements; appointment of counsel; locating persons indebted to Crown; foreign criminal records; Immigration Appeal Board; U.S. deserters and draft dodgers; citizenship court; passports; reporting procedures, ports of entry and border security; seminars; immigration warrants; deportees; intelligence ethnic groups statistics; false identification. *Retrievability:* Files are arranged by organization, activity, program or project. Files may be held at HQ or regionally. *Storage Medium:* EDP systems.

CMP/CID-065
Operational Policy and Planning
Description: Includes information on the correction, review and monitoring of RCMP policies, the Operational Statistics Reporting System, program forecasts and main estimates for criminal operations and the monitoring and analysis of operational activities and statistical data. *Topics:* Operational Reporting System; reporting and filing procedures for the Operational Statistics Reporting System, and the Police Information Retrieval System; a secret expense system; a shift schedule system. *Retrievability:* Records are arranged by project, activity or program. *Storage Media:* Paper files and automated EDP systems.

CMP/CID-071 *Formerly Identified as:* CMP/CID-070
Crime Prevention
Description: Includes information on planning, co-ordination and determination of policies, procedures and programs which have to do with crime prevention and police community relations. *Topics:* Identification and Watch concepts of crime prevention victims; family violence; community based policing; liaison with government, volunteer and community groups; regional conferences and workshops; and Supernumerary Special Constable Summer Youth Employment Program. *Retrievability:* Records are arranged by project, activity or programs and may be held at "H.Q." or regionally.

CMP/CID-075
National Crime Intelligence
Description: Includes information on the RCMP criminal intelligence program concerning organized crime. *Topics:* Major racketeers; organized crime; criminal activities by extremist/terrorist groups; securities frauds; gambling; extortion; loansharking; counterfeiting; prostitution; corruption; bankruptcies; drugs; pornography; major thefts; smuggling; commercial stills; co-operation and liaison with domestic and foreign authorities; surveillance; joint force operations; reporting procedures. *Retrievability:* Files are arranged by organization, activity, program or project. Files may be held at HQ or regionally. *Storage Media:* EDP systems, paper and microfiche.

CMP/CID-080
Interpol
Description: Includes information on the co-ordination of international criminal investigations for Canadian and foreign authorities; policies and procedures under the constitution; regulations and policies of Interpol. *Topics:* International criminal investigation, except political, military, racial or religious matters; international criminals; stolen works of art repository; stolen property; crime prevention; technical research and analysis of investigative methods; missing persons; notification of next-of-kin; Interpol laws and regulations; regional conferences and symposiums. *Retrievability:* Operational case files are arranged by business, country or organization; other files by activity, program or project. Files are held at HQ.

CMP/CID-085
Federal Policing
Description: Includes information on planning, development and co-ordination of the RCMP's operational policies and procedures in the enforcement of all federal statutes in Canada except those shown under Customs and Excise, Commercial Crime, Drug Enforcement and Immigration and Passport; also operational complaints against members. *Topics:* Enforcement of federal statutes; assistance to domestic and foreign authorities; assistance in locating missing persons; search and rescue; contagious diseases; deserters and absentees; pollution; national parks; federal traffic regulations; explosives magazine inspections; U.F.O. and submarine sightings; annual seal hunt; pardons; Nazi war criminals; penitentiaries — escorting and crises; bird banding; marine searches; honours and awards by Government House; operational complaints against members of the RCMP. *Retrievability:* Operational case files are arranged by business, organization, activity, program or project. *Storage Medium:* EDP systems.

CMP/CID-090
Contract Policing
Description: Includes information on planning, co-ordination and determination of policies and procedures in areas where provincial and municipal police services are provided under contract; identification of operational requirements; evaluation of tactical, traffic and general police equipment; traffic enforcement; information on the development, implementation and co-ordination of policies, strategies and programs which have to do with police service to the native community. *Topics:* Administration of provincial and municipal policing agreements; resourcing methods; operational planning; opening and closing of RCMP detachments; tactical operations; underwater recovery operations, auxiliary policing; hypnosis; policing Indian reserves; co-operation and liaison with native associations; Native Special Constable Program, native policing workshops and seminars; tribal police programs; Band bylaws; cross cultural training and operational policy. *Retrievability:* Records are arranged by project, activity or program and may be held at "H.Q." or regionally.

CMP/CIS-095
Criminal Intelligence Services Canada
Description: Information governing CISC programs pertaining to the collection, analysis and dissemination of criminal intelligence in Canada. *Topics:* Constitution, regulations and auditing functions of CISC; training standards; firearms tracing program; ACIIS program; threat assessment program; liaison and co-operation with Canadian and foreign law enforcement agencies. *Retrievability:* By subject

topic, activity, program and project. *Storage Media:* Manual and hardcopy files.

CMP/AIR-100
Air Services and Aircraft Maintenance
Description: Includes information on the operation of RCMP Air Detachments and the maintenance and overhaul of all Force aircraft. *Topics:* Inspection reports; maintenance reports; conditions and specifications of aircraft; employee qualifications; and flight logs. *Retrievability:* Files are arranged by subject, product, company and aircraft registration number. Files are held at HQ and regionally. *Storage Media:* Microfiche.

CMP/IDD-105
Identification of Criminals
Description: Information on the collection, compilation, dissemination, use and retention of criminal histories, fingerprints and photographs for the purpose of detection, prevention and suppression of crime, the security of the nation and related matters. *Topics:* Criminal histories; fingerprints; photographs; pardon files; certificates of previous conviction; fingerprinting of adults; juveniles; young offenders; deceased persons; criminal history checks; release of criminal histories; security screening for federal government departments and Crown corporations; return and destruction of fingerprints and photographs; international exchange of fingerprints and criminal histories; *Identification of Criminals Act; Criminal Records Act; Young Offenders Act;* fingerprint identification of crime scene impressions; development evaluations of identification methods and techniques; identification of persons through facial composite drawings; identification of fingerprint impressions using laser; formulation and presentation of identification training packages for field personnel. *Retrievability:* Files are arranged by subject or project. *Storage Media:* Microfiche, film, EDP systems and paper.

CMP/IDD-110
Firearms Registration
Description: Information on the administration and policy of the National Firearms Registry and the Firearms Acquisition Certificate and Business Permit systems. *Topics:* Firearms or Restricted Weapons Registration Certificates; Firearms Acquisition Certificates; Minor Permits; Permits to Carry/Transport; Business Permits; Refusals and Revocations; liaison with provincial firearms officers; appointment of legal counsel; assistance to Solicitor General's Firearms Policy Centre; restricted and prohibited weapons; prohibitions; co-operation with federal government departments. *Retrievability:* Files are arranged by subject/topic, business, police agency or organization. *Storage Media:* Paper, microfilm, and EDP systems.

CMP/IDD-115
Lost or Stolen Property — Wanted or Missing Persons
Description: Information on Canadian and U.S. lost or stolen negotiable instruments or securities, firearms and other articles; arrest warrants; aliens. *Topics:* Canada Savings Bonds; money orders; counterfeit currency; lost or stolen passports; various stolen articles and other securities; firearms; wanted and missing persons; prohibited aliens. *Retrievability:* Records are arranged by subject and product or item by make, serial number and denomination. *Storage Medium:* EDP systems.

CMP/IDD-120
Fraudulent Cheques and Securities
Description: Information on the RCMP repository of handwriting samples used in the commission of offences, which acts as a source for identification of offenders. *Topics:* Cheques; postal or bank money orders; travellers' cheques; holdup notes; forged medical prescriptions; hotel registrations; anonymous letters sent to government officials; fraudulent cheque policy and procedures. *Retrievability:* Files are arranged by topic. *Storage Medium:* Paper.

CMP/IDD-125
Photography and Audio-Visual Aids
Description: Information on the central photo processing service for all RCMP units in Canada and the creation and acquisition of audio-visual aids for law enforcement training and police-community relations. *Topics:* Assessment of photographic and photo processing equipment; audio-visual aids; film and slide library; slide and film catalogue; co-operation with other law enforcement agencies; central photographic equipment maintenance; central photo processing. *Retrievability:* Files are arranged by product, title and project. *Storage Media:* Paper, slides, films and EDP Systems. *Special Access Note:* Copies of processed films are returned to the contributor; none are retained by "I" Directorate.

CMP/LAB-130
Forensic Laboratory Services
Description: Information on exhibits or samples obtained during the course of an investigation and submitted to an RCMP laboratory by Canadian law enforcement agencies for forensic examination. *Topics:* Firearms; ammunition; tools and glass; documents and paper handwriting; cheque writing; counterfeit currency and negotiable instruments; stamps; clothes; fibres; textiles; hair and blood (human and animal); urine; saliva; seminal and other stains; alcohol; body organs and tissue, explosives; fire debris; petroleum products; safe material. *Retrievability:* Files are arranged by subject, name of investigation or occurrence. *Storage Media:* Paper and photographic film. *Special Access Note:* RCMP laboratories are situated in Halifax, Sackville, Montreal, Ottawa, Winnipeg, Regina, Edmonton and Vancouver. Persons requesting access to this class of records must indicate the location they wish to access.

CMP/LAB-135
Scientific and Technical Services
Description: Information on the conduct, co-ordination, training and consultation in the areas of scientific, technical and operational research and development of the Force. *Topics:* Policy and research on toxicology, applied chemistry, serology, hair and fibre, alcohol, document examination, firearms and tool marks; photography and scientific instrumentation as they apply to forensic science; evaluation of scientific instrumentation and methodology; training of forensic scientists in the above fields; natural and human sciences research; scientific library service. *Retrievability:* Files are arranged by subject, organization and project. *Storage Media:* Microfiche and EDP systems.

CMP/AIP-140
Policy and Research
Description: Information on policy and research for existing and proposed privacy and access to information legislation concerning record collection, access, use and disclosure. *Topics: Canadian Human Rights Act,* Part IV; Freedom of Information; Canadian Bar Association model bill; Freedom of Information Bill C-15; *Privacy Act* and *Access to Information Act* (Bill C-43); foreign privacy and access legislation; indexing and federal information banks; exemption from access; use of the social insurance number (SIN); liaison with other government departments and foreign agencies; statistics and activity reports.

CMP/AIP-145
Disclosures
Description: Information on requests for access, correction or annotation, complaints, consultation between federal departments over release of information, policies and procedures governing access. *Topics:* Access requests under the *Access to Information Act* and *Privacy Act;* assistance to other departments or agencies; policies and procedures governing access; and the application of exemptions and release procedures in general. *Retrievability:* Files are arranged by subject matter.

ROYAL CANADIAN MOUNTED POLICE

CMP/PRO-151 *Formerly Identified as:* CMP/PRO-150; 155
VIP/Airport Policy Branch
Description: Information on planning, developing and co-ordinating personal and physical security programs for Canadians in Canada and abroad, for foreign dignitaries, foreign missions, residences and personnel, major national and international events, the role of the Force in the National Airport Policing and Security Program. *Topics:* Visits of foreign dignitaries; protection of embassies and consulates, including personnel; analysis of physical threats to VIPs; liaison with other government departments; royal visits; training of VIP personnel; protection of the Prime Minister and family, Governor General, Cabinet Ministers, Supreme and Federal Court judges, other designated persons, research on VIP security; Federal Statutes as required; pre-board screening of passengers and crew; security of designated airports; co-operation with airlines, federal government departments, local and foreign authorities; contingency planning and airport policing/security policy. *Retrievability:* Files arranged by project/subject matter. *Storage medium:* Paper.

CMP/PRO-156
Major Events (New)
Description: Information on planning, developing and co-ordinating personal and physical security programs for major national and international events, and for VIP visits, and major demonstrations within the National Capitol Region. *Topics:* Visits of foreign dignitaries, liaison with other government departments, co-operation with local and foreign authorities, research on security measures of other nations. *Retrievability:* Files arranged by project. *Storage Medium:* Paper.

CMP/PRO-157
Support Services Branch
Description: Information dealing with administrative, fiscal and personnel services support for all branches in the directorate. *Topics:* Budgets; employment policy/general; training; classification; tranfers; medical; leave; accomodation; supplies; accounts and inventory control. *Retrievability:* Files are arranged by subject matter. *Storage medium:* Paper.

CMP/PRO-158
Protective Operations Branch (New)
Description: Information on personal and physical security measures for designated Canadians in Canada and abroad, foreign dignitaries, foreign missions, residences, personnel and designated federal government properties. *Topics:* Protection of embassies and consulates/personnel; Prime Minister and family, Governor General, Cabinet Ministers, Supreme and Federal Court judges and other designated persons/federal government properties. *Retrievability:* Files arranged by subject matter. *Storage Medium:* Paper/photographs.

CMP/TSD-160
Security Engineering
Description: Information on the evaluation and design of security equipment and structures for the federal government. *Topics:* Structural and architectural building security concepts; intrustion detection systems; access control systems; mechanical security devices including locks and security containers, speech security; soundproofing; security equipment performance standards; training services to security personnel; classified waste destruction or disposal equipment; and human restraining equipment. *Retrievability:* Files arranged by subject, project, product, company or department. *Storage Media:* Film, EDP systems and photographs.

CMP/TSD-165
Security Systems
Description: Information on the planning and development of security programs to protect federal government buildings and properties, record holdings, vital points, foreign diplomatic missions and private industries under federal government contract. *Topics:* Security inspections, consultations and training; contingency planning for non-criminal emergencies and disasters; liaison and assistance to other government departments. *Retrievability:* Files are arranged by subject, project and name of department or company. *Storage Media:* Paper and automated.

CMP/TSD-166
Electronic Data processing (EDP) Security (New)
Description: Information on the planning and development of security programs to protect federal government computer installations and private sector computer installations processing classified information under contract from the government. *Topics:* Security inspections, consultations, training and research and development. *Retrievability:* Files are arranged by subject, project and name of department or company. *Storage Media:* Paper and automated.

CMP/TSD-167
Explosive Disposal and Technology (New)
Description: Collection and dissemination of information on the criminal use of explosives. *Topics:* Improvised explosive devices, render safe and bomb disposal equipment; liaison and assistance to accredited police departments. *Retrievability:* Files are arranged by subject, project and name of department. *Storage Media:* Paper and automated.

CMP/RSV-170
Systems Analysis and Programming
Description: Information on EDP analysis, design, development, implementation and maintenance of operational and administrative systems. *Topics:* EDP research studies for police applications; user programming assistance and consulting services; project plans; analysis, design, feasibility, development and implementation reports; post-implementation reviews; review and update of maintenance; Users' Guide and Operational Manuals. *Retrievability:* Files are arranged by project or by type of document. *Storage Media:* Paper, word processor, disc and magnetic tape storage.

CMP/RSV-175
Systems Engineering
Description: Information on the analysis, design, development, implementation and maintenance of software. *Topics:* Analysis, design, development, implementation and maintenance of customized systems used in support of EDP applications; analysis, design, development, implementation and maintenance of customized communications systems software used in support of telecommunications services; specifications, evaluation, selection standards, implementation and maintenance of vendor-supplied operating systems and proprietary software. *Retrievability:* Products or documents are filed under an internally assigned number based on category and subject.

CMP/RSV-180
Systems Integration
Description: Information on the co-ordination of EDP security and standards, database administration services and quality assurance of EDP systems prior to release. *Topics:* Electronic data processing and computer communications security; terminals and switcher site security; threats to EDP security; recovery and contingency planning for re-establishment of "V" Directorate computing facilities; access rights to CPIC system and identification of all users; passwords and file algorithms; EDP standards; test and quality control techniques and procedures. *Retrievability:* Files are arranged by subject and assigned a user's code. *Storage Medium:* EDP systems.

CMP/RSV-185
Systems Research and Planning
Description: Information on research, planning and evaluation of computer systems. *Topics:* Research studies in EDP and computer

communications systems technology; systems planning and co-ordination to ensure cost effective acquisition and implementation of EDP resources; systems performance evaluation. *Storage Medium:* EDP systems.

CMP/RSV-190
Computer Operations

Description: Information on the operation of the central computer systems data preparation and control services and the environmental support of central EDP facilities. *Topics:* Computer system use and availability of hardware and software; on-line availability reporting system; RCMP Data System; data control and tape library services; environmental engineering support services; cost accounting for services provided; co-ordination and control of EDP equipment; statistics on hardware status, performance and suitability. *Retrievability:* Statistical files held at HQ and arranged by system and type of statistics.

CMP/RSV-195
Liaison Services

Description: Information on liaison, audits, training and information services to Canadian Police Information Centre (CPIC)/Automated Criminal Intelligence Information Systems (ACIIS) users, and support for the CPIC Advisory Committee. *Topics:* Development and monitoring of CPIC/ACIIS audits; policy; identification and evaluation of remote terminal services for CPIC/ACIIS; CPIC training requirements; off-line searches (crime solving); auditing of computer interfaces and record keeping functions; audit standards and procedures; CPIC Advisory Committee minutes; EDP information and developmental services. *Retrievability:* Files are arranged by item, project and subject.

CMP/RSV-200
Communications Security

Description: Information on the evaluation and need for secure communications and the selection, installation and maintenance of communication security equipment. *Topics:* Planning and research of cryptographic equipment; training of personnel; liaison with other government departments and countries; acquisition, installation and maintenance of cryptographic and other high security communication equipment; technical standards and operational procedures of communication security (Comsec) equipment; electromagnetic interference (EMI) evaluations and specifications; Comsec policy and guidelines. *Retrievability:* Files are arranged by activity, program or project. *Storage Media:* Paper and automated.

CMP/RSV-205
Network Services

Description: Information on the operation of data network services for the Force. *Topics:* Operation, development and control of wire services and related equipment, excluding Comsec requirements; design, installation, operation, maintenance, evaluation and analysis of the data communications network facilities; technical assessment, standards implementation and network design of telecommunications systems, excluding radio communication; establishment and monitoring of operating standards and procedures for the various communications networks. *Retrievability:* Files are arranged by title or by project. *Storage Medium:* EDP systems.

CMP/RSV-210
Telecommunications Development and Research

Description: Information on the telecommunication services given to the police community, the provision of standards, specifications for communications systems and forecasting requirements. *Topics:* Telecommunications systems specifications; performance evaluation and systems analysis; liaison with other police force research groups and other government departments; consultation and advice to the police community; feasibility studies; field questionnaires; concept reports; and requirement statement reports, research documents and field evaluations. *Retrievability:* Files are arranged by project or an assigned numerical index. *Storage Medium:* Paper systems.

CMP/RSV-215
Telecommunications Engineering

Description: Information on communications systems and equipment engineering and development, technical research, communication, ancillary equipment evaluation and selection, maintenance engineering and technical policy. *Topics:* Performance standards; purchase specifications; evaluation reports; project reports, system descriptions, frequency schedules and networks; diagrams and plans; engineering briefs; maintenance and installation reports; licences; electronic safety equipment; radar speed measuring devices and principles; video and other closed circuit television (CCTV) services and facilities. *Retrievability:* Files are arranged by activity, location, equipment, manufacturer, type, model or application.

CMP/RSV-220
Canadian Police Information Centre (CPIC)

Description: Information on unsolved crimes and known criminals stored on the CPIC computerized information system. The information originates from the RCMP and other accredited Canadian law enforcement agencies. *Topics:* Criminal Record synopsis; vehicles, parts (motor and transmission) and licence plates lost, stolen and suspect; boats and boat motors lost, stolen and suspect; persons wanted, charged, missing, suspect; prohibited persons/liquor, firearms, vehicle and boat operation; property lost, stolen; dental characteristics file; and motor vehicle registrations. *Retrievability:* Files are arranged by subject and an assigned user's code. *Storage Media:* Magnetic tape and high density disk.

CMP/RSV-225
Records Management

Description: Information on the planning, development and implementation of operational and administrative records systems and programs; mail, messenger and library services. *Topics:* Records inventories; subject records classification; systems and indexes; management of records offices; records retrieval and reference services; records scheduling and disposal; mail and messenger services; correlation of records to their appropriate class and personal information bank; records equipment; essential records; records security; professional development and user orientation; information management. *Storage Media:* Microfilm, EDP systems.

CMP/RSV-230
Information Systems Management

Description: Information on the planning, development, implementation and control of information system programs. *Topics:* Collection, organization, editing, publishing and monitoring of directives (official manual system); review and analysis of forms and forms systems; planning of techniques and procedures for processing correspondence; creation and maintenance of reporting systems; co-ordinating and monitoring RCMP Identity Program; maintenance of Automated Registry of Information Systems; data administration.

CMP/TRN-235
Public Relations and Ceremonial Services

Description: Information on planning, developing and co-ordinating the activities of the Musical Ride and the RCMP Band. *Topics:* Breeding and training horses for the Musical Ride; equitation training of Musical Ride personnel; training members for the Band; transportation, accommodation, tours, immigration and customs requirements, ceremonial services and promotional materials for the Musical Ride and the Band.

CMP/TRN-240
Canadian Police College

Description: Information on training, research, information and advisory services provided to Canadian and foreign law enforcement agencies. *Topics:* Investigational, management, training and instructional techniques and crime prevention courses; course planning, loading and evaluation; research and information dissemination on social, cultural, economic, commercial and technological changes affecting law enforcement; library service for the HQ Division complex and the Canadian Police College.

CMP/DEP-246 *Formerly Identified as:* CMP/DEP-245
Training Office
Description: Information on all academic and physical training provided to new recruits. *Topics:* Criminal law; federal statutes; interrogation techniques; official directives system; operational training-simulation; report writing; first aid; care and handling of prisoners; human relations — crime prevention and community-police relations; applied human behaviour for police intervention; victimology; ethical conduct; effective presentation; personal hygiene; history of policing and the Force; technical services — identification; communications — radio; CPIC; progress reports and assessment of recruits; physical fitness; self-defence; firearms training; swimming; drill; tactical troop training for crowd control; driver training and law enforcement; and progress reports and assessment of recruits. *Retrievability:* Files are arranged by subject. *Storage Media:* Paper and videotapes.

CMP/DEP-255
Armourer
Description: Information on the repair, maintenance and evaluation of revolvers, pistols, rifles, shotguns and other specialized firearms for the RCMP. *Topics:* Testing and evaluation of new firearms and ammunition; maintenance and repair of firearms; quality control inspection of newly procured firearms; log book on issue of firearms; machine shop facilities; liaison and assistance to other government departments, accredited law enforcement agencies and private sector. *Retrievability:* Files are arranged by product or by subject.

CMP/OPD-260
Planning
Description: Information on the formation, correlation and monitoring of operational administrative short- and long-range plans for the division; program forecast and divisional proposals on the organization and evaluation of management and performance. *Topics:* Operational assistance reporting system; uniform crime reporting system; man-hour reporting system; unit and program performance measurements; research projects; EDP co-ordination. *Retrievability:* Files are arranged by project, program and unit name.

CMP/OPD-265
Police Community Relations and Crime Prevention
Description: Information on the promotion of good police-community relations to obtain public co-operation and support in crime prevention and law enforcement. *Topics:* Lectures by members of the Force; invitations to attend functions; police week program; programs to safeguard against crime; letters of appreciation; blood donor clinic; crime prevention centre bulletins; collection of funds for charitable organizations; conferences and seminars; visits by outside agencies; liaison and public relations. *Retrievability:* Files are arranged by project or by activity.

CMP/OPD-270
Commercial Crime
Description: Information on frauds and corruption in the federal and provincial governments, as well as frauds and related offences pertaining to bankruptcies, securities and income tax crimes, corporate and business frauds and organized white-collar crimes on a national and international scale. *Topics: Enforcement of Bankruptcy Act, Copyright Act, Securities Act, Canada Elections Act, Weights and Measures Act,* federal and provincial government grants and guaranteed loans, *Combines Investigation Act, Farm Improvement Act, Tax Rebate Discounting Act* and other related federal statute offences; frauds, false pretences, forgeries, conspiracies, theft, receiving benefits, secret commissions, breach of trust and other Criminal Code violations; agreements with other federal and provincial authorities; co-operation and assistance to domestic and foreign law enforcement agencies; and Securities Fraud Information Centre. *Retrievability:* Files are arranged by business, organization or subject. *Storage Media:* EDP Systems and microfiche.

CMP/OPD-275
Customs and Excise
Description: Information on the planning, development, implementation and co-ordination of an ongoing Customs and Excise enforcement program within the RCMP. *Topics: Customs Act; Excise Act; Excise Tax Act; Export and Import Permits Act; Cultural Property Export and Import Act; National Energy Board Act; Petroleum Administration Act* and associated warrants; customs fraud and conspiracies under the Criminal Code; smuggling offences and commercial smuggling; illegal exportation and importation of cultural goods; illicit spirits; tax and duty-free articles; search warrants and writs of assistance; liaison and assistance to other police forces and government departments; related Customs and Excise policy material. *Retrievability:* Files arranged by business, organization, activity, program and project. *Storage Medium:* EDP systems.

CMP/OPD-280
National Crime Intelligence Services
Description: Information on the RCMP criminal intelligence program concerning organized crime. *Topics:* Dissident groups; major racketeers; organized crime; securities frauds; gambling; extortion; counterfeiting; prostitution; corruption; bankruptcies; drugs; pornography; major thefts; smuggling; *Income Tax and Customs Act;* co-operation and liaison with local, domestic and foreign authorities; surveillance; joint force operations; reporting procedures; sects, cults and mind development groups involved in criminal activities. *Retrievability:* Files are arranged by business, organization, activity or project.

CMP/OPD-285
Immigration and Passport
Description: Information on the enforcement of the Immigration and Citizenship Acts, passport offences under the Criminal Code and assistance to foreign law enforcement agencies on international terrorists and criminals. *Topics:* Enforcement of Immigration and Citizenship Acts; fraudulent use of SIN cards and passports; lost or stolen passports; co-operation and assistance to domestic and foreign authorities; court rulings and judgements; wanted persons; citizenship court; ports of entry and security; seminars; immigration warrants; monitoring and surveillance of selected criminal targets; joint force operations; ethnic groups, illegal aliens, deportees; international terrorists and criminals. *Retrievability:* Operational case files are arranged by activity, program or project.

CMP/OPD-290
Drug Enforcement
Description: Information on drug enforcement including undercover drug operations and intelligence programs. *Topics:* Enforcement of *Narcotic Control Act*, and the *Food and Drugs Act*, Parts III and IV; evaluation of drug trafficking intelligence; illegal importation of drugs; handling and disposition of exhibits; search and forfeitures; co-operation and liaison with domestic and foreign authorities; writs of assistance. *Retrievability:* Operational case files are arranged by business or organization, subject or project.

CMP/OPD-295
General Investigation Services
Description: Information on the enforcement, prosecution and prevention of offences under the Criminal Code and federal and provincial statutes. *Topics:* Enforcement of *Aeronautics Act* and

Regulations, Criminal Code, *Liquor Act, Livestock Act, Branch Inspection Act, Weights and Measures Act* (Odometer), *Canada Shipping Act, Explosives Act, Income Tax Act, Unemployment Insurance Act, Migratory Birds Convention Act* and to a lesser extent other federal and provincial statutes; Canadian Home Insulation Program; security enquiries; Force applicants and pardon investigations; assisting VIP activities; locating missing persons; demonstrations and riots; liaison and assistance to other federal government departments and domestic and foreign law enforcement agencies. *Retrievability:* Files are arranged by business or organization and subject or project. *Storage Medium:* EDP systems.

CMP/OPD-300
Airport Policing
Description: Information on the division's role in the implementation and co-ordination of the National Airport Policing and Security Program — primarily in the protection of civil aviation and holding actions pertaining to criminal acts pending the arrival of the police department having jurisdiction. *Topics: Aeronautics Act* and Regulations; Civil Aviation Security Measures Regulations; Airport Traffic Regulations; Government Airport Concession Operations Regulations; security of aircraft passengers and crew; assistance to federal government departments, local and foreign authorities; airport policing and security policy; federal and provincial statutes; assistance to other RCMP investigational sections. *Retrievability:* Files are arranged by subject or project. *Storage Medium:* EDP systems.

CMP/OPD-305
General Detachment Policing
Description: Information on the RCMP's overall operational role in the enforcement of federal statutes, the Criminal Code, provincial statutes and municipal by-laws, where applicable, as well as assistance to the general public and crime prevention. *Topics:* Enforcement of the Criminal Code, *Narcotic Control Act, Food and Drugs Act, Customs and Excise Act, Immigration Act* and other federal statutes; provincial statutes and municipal by-laws; traffic accidents; applicant investigations; security enquiries; claims and complaints against the RCMP; outstanding warrants; street checks; lost and found property, missing persons and other assistance to the general public; firearms and other issued permits to the public; intelligence information; emergency contingency plans; VIP and property protection; liaison and assistance to other police forces. *Retrievability:* Files are arranged by business, organization, subject, activity and program or project.

CMP/OPD-310
Law Enforcement Support
Description: Information on the technical and physical surveillance services supporting criminal investigations. *Topics:* Authorizations to intercept private communications and intercepts under the Criminal Code, Part IV.1; assistance to operational sections in gathering evidence and intelligence on designated targets involved in Criminal Code and federal statute offences; monitoring logs and transcripts; technical reports on equipment and services; physical surveillance reports; co-operation and liaison with local authorities; acquisition and maintenance of technical surveillance aid equipment. *Retrievability:* Files are arranged by business or organization, activity and, program or project. *Storage Medium:* Paper, audio, video tapes and film.

CMP/OPD-315
VIP Security
Description: Information on the physical and personal security programs for Canadian and foreign dignitaries, foreign missions and residences, and related events, both domestic and foreign. *Topics:* Protection of the Prime Minister and family, the Governor-General, Cabinet Ministers, the Supreme and Federal Court judges along with other designated persons; visits of foreign dignitaries; protection of embassies and consulates including personnel; liaison with other government departments; Royal visits; analysis of physical threats to VIP's; bomb threats and X-ray of unidentified objects; research on VIP security. *Retrievability:* Files are arranged by subject or project. *Storage Medium:* EDP systems.

CMP/OPD-320
Security Engineering
Description: Documentation and information on all criminal and national security investigations, evaluation and design of security equipment and structures for the RCMP, federal government departments, foreign diplomatic missions, other law enforcement agencies, provincial government and private industries under federal government contract. *Topics:* Structural and intrusion techniques and technical aids pertaining to all locking devices, alarm systems and security containers (commercial or federal government safe specifications); locksmithing key codes and other key codes maintained at Security Engineering level; structural and architectural building security concepts; alarm systems; access control systems; mechanical security devices; locks and security containers; speech security and soundproofing; security performance standards; training services to security personnel; classified waste disposal; human restraining equipment; security of police equipment. *Retrievability:* Files are arranged by subject, project and, company or department.

CMP/OPD-325
Security Systems
Description: Information on the planning and development of security programs to protect federal government buildings and properties, record holdings, computer installations, vital points, foreign diplomatic missions and private industries under federal government contract. *Topics:* Security inspections, consultations and training; contingency planning for non-criminal emergencies and disasters; *Bomb Disposal and Explosives Act;* speech security assessments and soundproofing; liaison and assistance to other government departments. *Retrievability:* Files are arranged by subject, project and name of department or company. *Storage Media:* Paper and photographs.

CMP/OPD-330
Crime Index Services
Description: Information on the personal history, movements and whereabouts of suspicious persons or known criminals. *Topics:* Correlation of crime-related information from various operational units and other sources; assistance to investigative units in identifying possible offenders; liaison and assistance to domestic and foreign law enforcement agencies; personal history, movements and whereabouts of known criminals or suspicious persons, parolees, companies, associations and organizations; wanted and missing persons; outstanding arrest warrants. *Retrievability:* Files are arranged by business or organization, subject, project and FPS number. *Storage Media:* Paper, microfiche or EDP.

CMP/OPD-335
Identification Services
Description: Information on the identification support services given to investigators for the purpose of crime prevention and detection, law enforcement and national security. *Topics:* Examinations and photography in relation to crimes, scenes of crimes and accident scenes; fingerprinting and photographing of criminals; correlation of fingerprints; fingerprinting for visa, pardon, security clearance applications, and public servants; examination and identification of exhibits; personnel photography; photography and other techniques for the preservation of evidence; research, evaluation and purchasing of photographic equipment; liaison and assistance to local accredited police departments. *Retrievability:* Files are arranged by subject, project or activity. *Storage Medium:* Films.

CMP/OPD-340
Telecommunications Services
Description: Information on the evaluation, procurement, installation and maintenance of telecommunications equipment in support of the operational requirements of the division. *Topics:* Secure communications systems; CPIC system; various facsimile systems; closed circuit television; evaluation, purchasing, installation and maintenance of telecommunications equipment; log books of incoming and outgoing radio calls; communications assistance to VIP and other special operations; liaison with private sector; intercom and telephone systems. *Retrievability:* Files are arranged by subject, company name or project.

CMP/OPD-345
Native Policing
Description: Information on the development, implementation and co-ordination of policies, strategies and programs for the delivery of police service to the native community. *Topics:* Policing Indian Reserves; co-operation and liaison with native associations; native Special Constable Program; native constable workshops; and tribal police programs. *Retrievability:* Files are arranged by project or activity.

CMP/SSD-901
Administration
Description: See Standard Classes of Records.

CMP/SSD-905
Buildings and Property
Description: See Standard Classes of Records.

CMP/SSD-907
Lands
Description: See Standard Classes of Records.

CMP/SSD-908
Utilities
Description: See Standard Classes of Records.

CMP/SSD-909
Equipment and Supplies
Description: See Standard Classes of Records.

CMP/SSD-910
Furniture and Furnishings
Description: See Standard Classes of Records.

CMP/SSD-911
Office Appliances
Description: See Standard Classes of Records.

CMP/SSD-912
Procurement
Description: See Standard Classes of Records.

CMP/SSD-913
Vehicle, Ship, Boat and Aircraft Accidents
Description: See Standard Classes of Records.

CMP/CFO-914
Finance
Description: See Standard Classes of Records.

CMP/CFO-915
Accounts and Accounting
Description: See Standard Classes of Records.

CMP/CFO-917
Budgets
Description: See Standard Classes of Records.

CMP/SPA-918
Personnel
Description: See Standard Classes of Records.

CMP/SPA-919
Classification of Positions
Description: See Standard Classes of Records.

CMP/SPA-920
Employment and Staffing
Description: See Standard Classes of Records.

CMP/SPA-921
Human Resources
Description: See Standard Classes of Records.

CMP/HSD-922
Occupational Health, Safety and Welfare
Description: See Standard Classes of Records.

CMP/OLD-923
Official Languages
Description: See Standard Classes of Records.

CMP/SPA-924
Pensions and Insurance
Description: See Standard Classes of Records.

CMP/SPA-925
Salaries and Wages
Description: See Standard Classes of Records.

CMP/SPA-926
Staff Relations
Description: See Standard Classes of Records.

CMP/SPA-927
Training and Development
Description: See Standard Classes of Records.

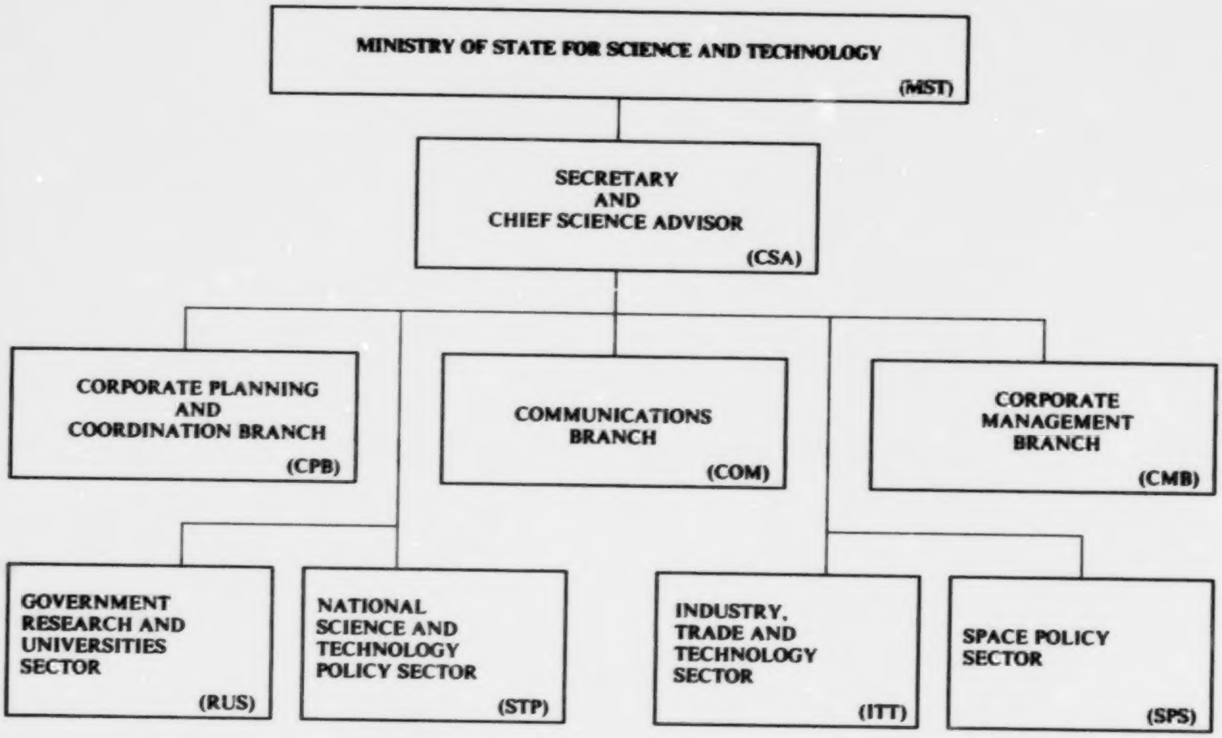
Deleted Classes of Records

CMP/CID-045	Commercial Crime
CMP/CID-070	Native Policing
CMP/PRO-150	Airport Policing
CMP/PRO-155	Security Engineering
CMP/DEP-245	Academic Subjects
CMP/DEP-250	Physical Subjects

MINISTRY OF STATE FOR SCIENCE AND TECHNOLOGY

Chapter 87

MINISTRY OF STATE FOR SCIENCE AND TECHNOLOGY


MINISTRY OF STATE FOR SCIENCE AND TECHNOLOGY (MST)
SECRETARY AND CHIEF SCIENCE ADVISOR (CSA)
CORPORATE PLANNING AND COORDINATION BRANCH (CPB)
COMMUNICATIONS BRANCH (COM)
CORPORATE MANAGEMENT BRANCH (CMB)
GOVERNMENT RESEARCH AND UNIVERSITIES SECTOR (RUS)
NATIONAL SCIENCE AND TECHNOLOGY POLICY SECTOR (STP)
INDUSTRY, TRADE AND TECHNOLOGY SECTOR (ITT)
SPACE POLICY SECTOR (SPS)

CLASSES OF RECORDS

005 Science and Technology
006 Science and Technology — Issues and Projects
007 National Science and Technology Policy
008 International Science and Technology Co-operation
009 Biotechnology
010 Communications
015 Space
020 Administration
025 Buildings and Properties
030 Equipment and Supplies
035 Finances
040 Personnel

SENIOR DEPARTMENTAL ADVISOR
ACCESS TO INFORMATION AND PRIVACY OFFICE
DEPARTMENT OF REGIONAL INDUSTRIAL EXPANSION
3rd FLOOR WEST
235 QUEEN STREET
OTTAWA, ONTARIO
K1A 0H5

MINISTRY OF STATE FOR SCIENCE AND TECHNOLOGY

Background

The Ministry of State for Science and Technology (MOSST) was established in 1971 by Order-in-Council for the purpose of formulating and developing policies in relation to the activities of the Government of Canada that affect the development and application of science and technology. It is presided over by a Minister of State and a Secretary reporting to the Minister.

Since July of 1983, the Secretary has also been Chief Science Advisor to the government with the responsibility for providing expert and objective advice to Cabinet and its committees on priorities for, and the planning of, Canada's overall science and technology effort.

This change of role necessitated the reorganization of the Ministry in order to give the Chief Science Advisor direct access to Cabinet and enable the Ministry to function as the lead department within the federal government for overall science and technology policy development and co-ordination.

On May 27, 1985, the Prime Minister directed the Minister of State for Science and Technology to undertake new functions not previously identified in the mandate of the Ministry. These new responsibilities included the preparation of an annual overview and analysis of the government's activities in science and technology; the formulation of advice on measures to strengthen the effectiveness of federal science and technology program expenditures, especially those concerning industrial support, technology transfer and strategic technologies; as well as responsibilities for the negotiation and management of federal/provincial agreements on science and technology.

Overall Responsibilities

The responsibilities of the Ministry, as set out in the 1971 Order-in-Council, are to formulate and develop policies as well as give advice with regard to the establishment of priorities for science and technology; the support of science and technology and its application in furthering national objectives; the optimum investment in science and technology by governments, industry and universities; the co-ordination of federal science and technology programs with other government policies; co-operation with the provinces, other organizations and other nations; the organization of science and technology in the public service; the allocation of financial and personnel resources; and the extent and nature of Canada's participation in international science undertakings.

On July 31, 1980, the Ministry was designated as the lead department for space research and development, and the co-ordination of space activities among federal government departments and agencies. In July 1983, when it was decided that the Secretary would assume the new role of Chief Science Advisor to the federal government, the Ministry was given the additional responsibility of providing advice on the integration of a long-range science perspective into the policy development process and into specific proposals put forward by departments and ministries; on the identification of areas which are science and technology intensive and which will have a significant impact on Canada; and on the quality and effectiveness of science and technology policies. Other responsibilities include assessing the science and technology-related policies and programs of the federal government, as they relate to the provincial governments and the industrial and university sectors in Canada and foreign countries, which have an impact on the Canadian economy; negotiating and managing federal/provincial agreements on science and technology; identifying areas of significant impact on the economy, society, international relations and national defence; recommending priorities for science and technology and developing cohesive and comprehensive strategies to achieve them.

Organization

The Ministry is organized into four sectors and three branches: Government Research and Universities Sector; National Science and Technology Policy Sector; Industry, Trade and Technology Sector; Space Policy Sector; Communications Branch; Corporate Planning and Co-ordination Branch, and Corporate Management Branch.

General Information

Reports, brochures, speeches, press releases as will as other publications issued by the Ministry are available through

Communications Branch
8th Floor, West
240 Sparks Street
Ottawa, Ontario
K1A 1A1
Telephone: (613) 990-6142

Access Procedures

Requests for access under the access to Information Index are being handled through the Department of Regional Industrial Expansion. Formal requests should be addressed to

Senior Departmental Advisor
Access to Information and Privacy Office
Department of Regional Industrial Expansion
3rd Floor West
235 Queen Street
Ottawa, Ontario
K1A 0H5
Telephone: (613) 996-0464

Government Research and Universities Sector

This Sector assists the federal government to co-ordinate and manage more effectively its expenditures on research and development programs and its support of university research.

National Science and Technology Policy Sector

This Sector co-ordinates and participates in the development and implementation of policies and programs to improve the harmonization of, and collaboration in, federal and provincial science and technology initiatives.

Industry, Trade and Technology Sector

This Sector promotes the better management and co-ordination of the government's programs that assist industry to increase its level of research and development, to develop and exploit strategic technologies, and to improve linkages between government, industry and academic institutions.

Space Policy Sector

This Sector promotes the effective management and co-ordination of Canada's Space Program by promoting space research and development policies and strategies and the management and co-ordination of federal space programs.

Communications Branch

This Branch co-ordinates and implements the public affairs and information aspects of the Ministry, and the science and technology policy and program initiatives of the government.

MINISTRY OF STATE FOR SCIENCE AND TECHNOLOGY

Corporate Planning and Co-ordination Branch

This Branch provides strategic policy support for the Ministry.

Corporate Management Branch

This Branch provides core support services for the Ministry, such as finance, human resources and administration.

Classes of Records

MST/MST-005
Science and Technology
Description: This class covers general information relating to the operational activities of the Ministry. *Topics:* Government departments and agencies; interdepartmental co-operation (including granting councils); general records on provinces; reports, project assessments; unsolicited proposals and assistance programs; and industry.

MST/MST-006
Science and Technology — Issues and Projects (New)
Description: This class covers information relating to sectors and areas of industry and research where scientific and technology innovation are used. *Topics:* Strategic technologies; micro-electronics; ocean and marine research; earth sciences; environment; energy; health sciences; innovation; information technologies; intellectual property; research centres; universities and scientific personnel.

MST/MST-007
National Science and Technology Policy (New)
Description: This class covers information relating to Canada's science and technology strategy and framework. *Topics:* National Science and Technology Policy; research and development by sectors; statistical data and reports; national forums on policy.

MST/MST-008
International Science and Technology Co-operation (New)
Description: This class covers information relating to international scientific and technical co-operation between Canada and other countries. *Topics:* Scientific and technical international consultation and agreements; international agencies; Commonwealth Science Council; Organization for Economic Co-operation and Development; United Nations; European Economic Community; and scientific personnel abroad including fellowships.

MST/MST-009
Biotechnology (New)
Description: This class covers information relating to biotechnological and generic technologies in Canada and abroad. *Topics:* International co-operation in biotechnology; areas of application; industry; generic technologies; National Biotechnology Advisory Committee; National Biotechnology Strategy; and Interdepartmental Committee on Biotechnology.

MST/MST-010 *Formerly Identified as:* MST/COM-010
Communications
Description: This class covers information relating to the activities of the Communications Branch, including public relations. *Topics:* Communications strategies; parliamentary activities; publications; mailing lists; committees; briefings; and Public Awareness Program for Science and Technology.

MST/MST-015 *Formerly Idenfitied as:* MST/PSB-015
Space
Description: This class covers information relating to Canada's activities in the space sector. *Topics:* Space policy; plans and programs (domestic and international); NASA (including Space Station); European Space Agency; international co-operation in space; and space-oriented industries.

MST/MST-020
Administration (New)
Description: This class covers information relating to the administrative activities of the Ministry. *Topics:* Administration; organization and re-organization; campaigns and cavassing; Treasury Board circulars and directive orders; telecommunication services; office automation; office services (including Library and Records Management Programs); mail and postal services; security; and administrative meetings.

MST/MST-025
Buildings and Properties (New)
Description: Buildings and properties; accommodation; reports and statistics; and utilities.

MST/MST-030
Equipment and Supplies (New)
Description: Equipment and supplies; purchase orders; stocked and non-stocked items; standing offers; vehicles (including parking); contracts; and inventories.

MST/MST-035
Finances (New)
Description: This class covers information relating to the financial activities of the Ministry. *Topics:* Finance and accounting; standing advances; grants; budget (including MYOP and Estimates); Economic and Regional Development Agreements (Fed-Prov); contracts; claims; expenditures; and travel expenses.

MST/MST-040
Personnel (New)
Description: This class covers information relating to the Ministry's activities in Personnel Management. *Topics:* Personnel; affirmative action; appointments; retirements; staffing and employment (including applications); official languages; and training and development.

SCIENCE COUNCIL OF CANADA

Chapter 88

SCIENCE COUNCIL OF CANADA
(SSC)

RESEARCH
(RES)

005 Research

ACCESS TO INFORMATION AND
PRIVACY CO-ORDINATOR
SCIENCE COUNCIL OF CANADA
17th FLOOR, BERGER
BUILDING
100 METCLAFE STREET
OTTAWA, ONTARIO
K1P 5M1

SCIENCE COUNCIL OF CANADA

Background

The Science Council of Canada was created by the federal government in 1966 to provide independent advice on science and technology policy for this country. Its duties are set out in the *Science Council of Canada Act* and were enlarged by amendments made in 1978.

Overall Responsibilities

The Council's major responsibilities are to analyze science and technology policy issues; recommend policy direction to government; keep the public informed about the impact of science and technology in Canada; and stimulate discussion of science and technology policy among governments, industry and academic institutions. It reports to Parliament through the Minister of State for Science and Technology. The Council operates at "arm's length" from government, designing its own program of research and publishing its findings at its own discretion.

Organization

The Council consists of a chairman, a vice-chairman and up to 28 members drawn from all regions and representative of a variety of disciplines and interests, with a balance maintained between the academic and industrial communities. Aside from the chairman and vice chairman, members serve without remuneration.

The Council's research is carried out by staff based in Ottawa and by independent consultants working under contract. In general, the Council identifies areas of policy concern, authorizes exploratory studies, and then selects the most appropriate, specific policy studies. A major study (i.e. one requiring more than one year to complete) is normally conducted under the guidance of a study committee, which includes a chairman and some members of the Council, and outside experts, if necessary. The use of such study committees provides more time for detailed scrutiny of the work than is available during the quarterly two-day Council meetings. The staff and consultants under contract carry out the research and analysis and draft reports for discussion by appropriate committees and, in the case of formal policy reports, for subsequent submission to Council for its approval.

Major Publications

Effective communication is of fundamental importance to the Science Council. Research and the production of analyses and policy advice are of minimal value unless the information is delivered to those individuals and groups who can act on it.

Through its publications and other communication activities, the Council increases public awareness of major issues involved in the development and use of science and technology. At the same time, the Council seeks to stimulate nationwide discussion of the issues it raises and the recommendations it makes. This may involve the organization of meetings, conferences or workshops in order to bring together concerned Canadian citizens and representatives of government, industry, labour and the academic communities. Such meetings not only help to diffuse the results of the Council's research, but also provide a forum for feedback on public concerns and reactions to the Council's work and recommendations.

Science Council publications are available from Council's publication office at

100 Metcalfe Street, 17th Floor
Ottawa, Ontario
K1P 5M1
Telephone: (613)992-1142

The Council has a reading room on the 17th Floor at 100 Metcalfe Street where any authorized material may be looked over.

Access Procedures

All formal requests under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator
Science Council of Canada
Berger Building, 17th Floor
100 Metcalfe Street
Ottawa, Ontario
K1P 5M1
Telephone: (613)996-2681

Classes of Records

SCC/RES-005
Research
Description: Research studies, background information and unpublished documents on the improved use of science and technology for socioeconomic purposes. *Topics:* Technological and innovative capability in industry; education and employment in a technologically changing world; biotechnology, information technologies and other new technologies; science and technology infrastructure; and the impact of technology on society and the environment.

DEPARTMENT OF THE SECRETARY OF STATE OF CANADA

Chapter 89

DEPARTMENT OF THE SECRETARY OF STATE OF CANADA

DEPARTMENT OF THE SECRETARY OF STATE OF CANADA (SSC)

EDUCATION SUPPORT (ESP)

- 005 Post-Secondary Education Support
- 010 Student Assistance

OFFICIAL LANGUAGES (OLP)

- 015 Translation Bureau
- 020 Promotion of Official Languages
- 025 Official Languages Communities
- 030 Official Languages in Education

CITIZENSHIP AND CULTURE (CCP)

- 035 Human Rights
- 040 State Ceremonial
- 045 Citizenship Registration and Promotion
- 050 Multiculturalism
- 055 Women's Program
- 060 Voluntary Action
- 065 Youth Participation
- 070 Native Citizens
- 075 International Youth Year
- 080 Status of Disabled Persons
- 085 Canadian Studies
- 090 Youth Secretariat

ADMINISTRATION AND REGIONAL OPERATIONS (ARO)

- 095 Administration

ACCESS TO INFORMATION AND
PRIVACY CO-ORDINATOR
DEPARTMENT OF THE SECRETARY
OF STATE OF CANADA
OTTAWA, ONTARIO
K1A 0M5

DEPARTMENT OF THE SECRETARY OF STATE OF CANADA

Background

The Department of the Secretary of State of Canada was established in 1868 as the official channel of communications between the new Dominion of Canada and the Imperial government in the United Kingdom. Since the early days, the Department has grown and changed, as has Canada itself.

Today, the programs of the Department of the Secretary of State of Canada concentrate on one of the prime objectives of the Government of Canada, which is to contribute to the development, among present and future Canadians, of a sense of belonging to the nation by permitting them to grow fully in a multicultural society within a bilingual framework.

Laws and Regulations

The Minister is wholly or partly responsible for administering the following Acts and regulations:

- Beaver, as a Symbol of Sovereignty of Canada, S.C. 1974-75-76, c. 35
- Citizenship Act, S.C. 1974-75-76, c. 108, and Regulations
- Dominion Controverted Elections, R.S.C. 1970, c. C-28
- Corrupt Practices Inquiries Act, R.S.C. 1970, c. C-33
- Disfranchising Act, R.S.C. 1970, c. D-7
- Federal-Provincial Arrangements and Established Programs Financing Act, 1977, S.C. 1976-77, c. 10, s. 24 and Regulations (re: Post-secondary Education Financing)
- Holidays Act, R.S.C. 1970, c. H-7
- Laurier House Act, R.S.C. 1952, c. 163
- Léger Foundation, Jules and Paul-Emile, An Act to Incorporate, S.C. 1980-81-82-83 c. 25
- National Anthem Act, S.C. 1980-81-82, c. 5
- Public Service Employment Act, R.S.C. 1980, c. P-32
- Department of State Act, R.S.C. 1970, c. S-15
- Canada Student Loans Act, R.S.C. 1970, c. S-17, and Regulations
- Translation Bureau Act, R.S.C. 1970, c. T-13, and Regulations
- National Flag of Canada Manufacturing Standards Act, S.C. 1983-84, c.28
- Social Sciences and Humanities Research Council Act, S.C. 1976-77, c.24 133

Acts in which the Secretary of State has primary interest:

- Constitution Act, 1982,s 1/82-97
- Constitution Act, 1867, R.S.C. 1970, Appendices. SS 93 and
- Manitoba Act, 1870, R.S.C. 1970, Appendices, SS 22 & 23
- Salaries Act, R.S.C. 1970, S-2
- Appropriation Act No. 2, S.C. 1980-81-82, c. 41, Vote No. 10
- Official Languages Act, R.S.C. 1970, c. 0-2
- Trade Marks Act, R.S.C. 1970, c. T-10, s. 9, re: National Symbols

Overall Responsibilities

The activities and programs of the Department of the Secretary of State of Canada are diverse and touch upon many aspects of Canadian life.

Some programs encourage native Canadians to preserve their languages and cultures while adapting to the realities of modern life.

Programs directed at Official Language Communities assist numerous Canadian francophones and anglophones to preserve their languages and cultures through the education of their children in their mother tongue. The federal government also helps organizations and establishments in the private and non-federal public sector to provide services to the public in both official languages.

The Translation Bureau provides translation and interpretation services, in all languages as required, to Parliament, the Cabinet, the Public Service and the Judiciary, and to all agencies created by Parliament or the Governor-in-Council, to facilitate federal government internal communication, communication with the Canadian public, and international communication.

Services available to future Canadian citizens help them to integrate with their new environment by helping them to acquire citizenship and learn one of the two official languages. Multiculturalism Canada also assists in removing barriers which inhibit the full and equal participation of minority cultural groups in the social, cultural and political life of Canada and encourages and supports the retention and sharing of culture by and among the various groups which make up Canadian society.

Through the Department of the Secretary of State of Canada, the Government of Canada contributes to the development and maintenance of education systems, particulary at the post-secondary level, which correspond to Canada's economic, social and cultural needs. It is, as well, responsible for the co-ordination and development of federal government policies and programs in the field of education.

A major activity of the Department is to support voluntary organizations whose role in society is recognized and appreciated by the federal government. These groups of citizens provide the government with important public feedback that indicates the sectors in which government action may be required.

Voluntary groups touch nearly all aspects of society: health, education, human rights, social development, youth, women, native citizens, and the disabled. Their preoccupations are in line with the ideal of social justice that the Secretary of State seeks to promote.

Since its creation, the Department has been charged with organizing and directing official ceremonies and events of national interest, thus contributing to national unity.

As co-ordinator of federal human rights activities in Canada, the Department of the Secretary of State of Canada is responsible for promoting tolerance and understanding so that everyone enjoys fundamental human rights and freedoms.

General Information

The Public Enquiries Unit responds to enquiries directed to the Department by the general public and other departments, with the exception of enquiries addressed directly to the Ministers or those originating from the media. It answers questions about the programs and activities of the Department as well as requests for information on the programs and activities of the federal government as a whole. The unit also handles the distribution of publications. A list of publications is available on request. Members of the public wishing to receive this list regularly, may be placed on a distribution list. Please write to

DEPARTMENT OF THE SECRETARY OF STATE OF CANADA

Enquiries Unit
Communications Directorate
Department of the Secretary of State of Canada
10th Floor
15 Eddy Street
Hull, Québec
K1A 0M5
Telephone: (819) 997-0055

The Departmental Library is located on the 2nd floor of 15 Eddy Street, Hull, Québec. It is open from 08:45 to 16:45 weekdays. It makes available for consultation by the public copies of departmental manuals, research reports, briefs and other documents prepared by or for the Department. Documents held by the Departmental Library are available through the public library network across the country.

Departmental Library
Department of the Secretary of State of Canada
2nd Floor
15 Eddy Street
Hull, Québec
K1A 0M5
Telephone: (819) 997-5384

Key Contacts

Regional offices across Canada are responsible for the management of departmental activities in all the regions of the country.

Regional Addresses

Nova Scotia Region

Department of the Secretary of State of Canada
Regional Directorate
5281 Duke Street
Halifax, Nova Scotia
B3J 3M1

Newfoundland and Labrador Region

Department of the Secretary of State of Canada
Regional Directorate
Box 75, Atlantic Place
215 Water Street
St. John's, Newfoundland
A1C 6C9

New Brunswick and Prince Edward Island Region

Department of the Secretary of State of Canada
Regional Directorate
860 Main Street, Suite 504
Moncton, New Brunswick
E1C 1G2

Québec Region

Department of the Secretary of State of Canada
Guy Favreau Complex
200 West Dorchester Boulevard
10th Floor, West Tower
Montréal, Québec
H2Z 1X4

Ontario Region

Department of the Secretary of State of Canada
Regional Directorate
Suite 200
25 St. Clair Avenue, East
Toronto, Ontario
M4T 1M2

Manitoba Region

Department of the Secretary of State of Canada
Regional Directorate
303 Main Street, Room 201
Winnipeg, Manitoba
R3C 3G7

Saskatchewan Region

Department of the Secretary of State of Canada
Regional Directorate
2101 Scarth Street, Room 200
Regina, Saskatchewan
S4P 2H9

Alberta and Northwest Territories Region

Department of the Secretary of State of Canada
Regional Directorate
Harley Court, Ground Floor
10045-111th Street
Edmonton, Alberta
T5K 2M5

Pacific Region

Department of the Secretary of State of Canada
Regional Directorate
Room 207
1525 West, 8th Avenue
Vancouver, British Columbia
V6J 1T5

Access Procedures

The Department of the Secretary of State encourages members of the public to obtain information through informal processes of access to information as much as possible. A great deal of departmental information is available through informal channels, that is, without having to fill out a Record Access Request Form.

Traditionally, people have contacted us and can still contact us for information through the Public Enquiries Unit of the Communications Branch. An additional informal access mechanism is available through the Departmental Library.

Requests for Department of the Secretary of State of Canada records under the *Access to Information and Privacy Act* should be addressed to

Access to Information and Privacy Co-ordinator
Department of the Secretary of State of Canada
Ottawa, Ontario
K1A 0M5
Telephone: (819) 997-4311

Education Support Program

Through the Education Support Program, the Department co-ordinates action by the federal government in the area of education support, both nationally and internationally; contributes to the post-secondary education capacity throughout Canada by way of transfers to the provinces and territories for educational purposes; and works towards increased access of all qualified and interested Canadians to formal learning through the provision of loan guarantees and interest relief.

Manuals

- Canada Student Loans Program: List of Eligible Institutions
- Canada Student Loans Program: Guidelines to Provinces
- Canada Student Loans Program: Guidelines for Lenders
- Canada Student Loans Program: Internal Procedures Manual

EDP Systems

- Post-Secondary Education Support Project 2004
- Post-Secondary Education System Project 2981
- Needs Assessment Reporting — Projects 7400, 2983, 2065, 2066
- Canada Student Loans Program — Loans Subsystem — Project 2982
- Canada Student Loans Program — Claims Subsystem — Projects 2982, 2090, 2040

Official Languages Program

The objective of the Official Languages Program is to foster a better appreciation among Canadians of the equal status of the two official languages and to provide Canadians with increased opportunities to participate fully, in either official language, in all aspects of Canadian society, thus enhancing their sense of belonging to the country.

Manuals

- Translation Bureau Manual — describes the policies and procedures used by the Translation Bureau to carry out its activities.

EDP Systems

- Meteo — Project 2962
- Terminum III — Terminology Bank — Projects 2961, 2007
- Translation Data Systems (TDS) — Projects 2001, 2403, 2965, 2072, 2964
- TAUM Aviation (Traduction Automatique Université de Montréal) — Project 2045
- Customer Satisfaction Survey on Translation and Interpretation — Projects 2601, 2077
- Analysis of the Translation and Interpretation Evaluations Report — Project 2601-1

Citizenship and Culture Program

This program aims to assist Canadians, especially cultural groups and those most in need, to achieve more equitable and equal opportunities for social growth, quality of life and fuller involvement in Canadian society; and to achieve an improved knowledge, appreciation and enjoyment of Canada and its cultural diversity. As well, the program aims to assist Canadians to achieve a greater awareness of human rights, fundamental freedoms and related responsibilities, and to increase respect for and compliance with Canada's domestic and international commitments.

Manuals

- Funding Manual: Grants and Contributions — an operating tool designed for use by departmental staff in dealing with the administration of departmental funding activities.
- Citizenship Registration Manual — contains the legislation and procedural guidelines used in the administration of the Citizenship Registration Program.

Administration and Regional Operations Program

This program aims to ensure, jointly and individually, with equity, the economical, efficient, effective and accountable realization of the Department's objectives and priorities, in a spirit of service to the public; and to contribute to an enhanced sense of belonging to the country, in each region for all Canadians.

The Regional Operations Sector carries out all departmental activities in all regions of the country, paying particular attention to the specific needs of each region. The Sector also ensures regional participation and program development at a national level and promotes the policies and programs of the Department of the Secretary of State of Canada in all regions of the country.

The records existing in the Regional Offices are organized into classes of records and subject topics similar to those used by headquarters.

Manuals

The following manuals describe departmental policies and procedures used to carry out the various support activities of the Department:

- Executive Directives
- Departmental Services
- Administrative Services
- Financial Management
- Financial Coding
- Personnel
- Readings in Personnel Administration
- Security Services

Classes of Records

SSC/ESP-005
Post-Secondary Education Support
Description: Administration of post-secondary education payments to the provinces and territories under the ***Federal-Provincial Fiscal Arrangements Act*** and ***Federal Post-Secondary and Health Contributions Act*** (1977) and co-operation with the Department of External Affairs in ensuring the effectiveness of Canada's participation in international educational fora and activities. *Topics:* Education — general; acts, bills, legislation and regulations; adult education; centres of specialization; commissions, committees, conferences, OECD, UNESCO; education policy, accountability, equalization, organizations; financing and funding — general; educational grants; established program financing; ***Federal-Provincial Fiscal Arrangements Act;*** provincial-territorial liaison (by province and territory); federal liaison (other departments); international liaison; research; studies and surveys; statistics; student summer employment.

SSC/ESP-010
Student Assistance
Description: Established in 1964, the Canada Student Loans Program (CSLP) is designed to make post-secondary education more accessible to interested and qualified Canadians and to facilitate geographic mobility in the choice of institutions. It provides loans to students with demonstrated financial need to help them meet the costs of full-time and part-time study at the post-secondary level. As well, it offers interest relief to unemployed ex-borrowers and forgiveness of loans to permanently disabled borrowers. *Topics:* Student Assistance — general; Canada Student Loans; legislation; federal-provincial co-operation on student assistance correspondence; publications; reports and returns; forms; financial; statistics; procedures; committees; studies; C.S.L. criteria; scheduling; guaranteed loans full and part-time studies; interest relief; aid to disabled students.

SSC/OLP-015
Translation Bureau
Description: The bureau facilitates communication in both official languages within the federal public service, and between the latter and the general public, by providing translation of texts to Parliament and government departments in a variety of languages through its translation services. Interpretation services provide simultaneous or consecutive interpretation, as well as multilingual interpretation to the House of Commons, courts, and official conferences. A sign-language service has also been set up to help public servants communicate more easily with the approximately 20,000 deaf

Canadians. Linguistic services include terminology, documentation, training and language quality evaluation. Management services include planning, research evaluation, management information, administrative services and materiel maintenance. *Topics:* General; associations and organizations; bilingualism; conferences and seminars; translation services in general; client services; Planning, Management and Technology Branch; Liaison Secretariat; Terminology Directorate; Linguistic Services Directorate (Training and Development, Language Quality, Research and Language Advisory Services); multilingual services; Montréal Directorate; Québec City Directorate; Central Directorate; English Translation Directorate; Clearing Branch; Special Operations Branch; interpretation; Parliamentary translation.

SSC/OLP-020
Promotion of Official Languages
Description: This component promotes the equal status of the two official languages and assists Canadians and their institutions in its achievement. Promotion of official languages embodies two main responsibilities: to foster awareness of Canada's linguistic quality and to support institutional bilingualism. *Topics:* Promulgation and implementation of laws recognizing the equal status of both official languages; fostering a national awareness of linguistic duality; introduction of linguistic reforms within the activities carried out by organizations, private sector establishments and non-federal public administrations.

SSC/OLP-025
Official Languages Communities
Description: Through the Official Languages Communities component of the official languages program, the Government of Canada has created a program of assistance to francophones in the province and territories outside Québec and to anglophones in Québec. The program objectives are to encourage and assist the official language minorities at the national, provincial and community levels; to establish and maintain their institutions; to develop their organizations and to participate, in their language, in the social, educational, cultural and economic life of Canadian society. *Topics:* Development of institutional services for the minority; access to educational, health, recreational, and telecommunications services; maintenance and development of services provided by minority community organizations.

SSC/OLP-030
Official Languages in Education
*Description:*The Official Languages in Education program promotes, encourages and assists the development and provision of education in the language of the official language minority community of each province and territory, and provides opportunities for Canadians to learn their second official language. Under the broad framework of a Protocol of Agreements signed between the Government of Canada and the Council of Ministers of Education, Canada, bilateral agreements are concluded with each province and territory. Under the agreements, support is provided for four program expenditures categories: Infrastructure Support, Program Expansion and Development, Teacher Training and Development, and Student Support. The Protocol of Agreements also provides for the funding of two national programs: the Summer Language Bursary Program and the Official-Language Monitor Program. Through the Language Acquisition Development Program, financial assistance is provided to institutions and organizations to compile and/or disseminate information on, or develop and approve teaching methods and techniques related to, minority official language education and second official language instruction. This assistance supplements the agreements on official languages in education. Scholarships are awarded to university students who wish to pursue their studies in their second official language through the Queen Elizabeth Silver Jubilee Endowment Fund. *Topics:* Development of bilingualism; Bilingualism and Biculturalism Royal Commission; bilingual districts advisory board; provincial francophone associations; information — program and publicity; Official Languages in Education; summer language bursary program; official language monitor program; development of bilingualism in education; educational forum; correspondence with the public and educational institutions; provincial bilingual studies; private schools policy; elementary and secondary levels — federal-provincial conferences; post-secondary and teacher training levels; adult education language programs; specific projects and activities, cost-shared by province and territory; language research — general, conferences, co-operation with institutions and organizations, projects, general enquiries, relations with national and inter-provincial organizations; protocol of agreements between the government of Canada and the Council of Ministers of Education Canada (CMEC) and bilateral agreements between the government of Canada and provincial and territorial governments, for minority official language education and second official language instruction.

SSC/CCP-035
Human Rights
Description: The Human Rights Directorate achieves its objectives through a program of support for education, research and development work by non-governmental organizations as well as by operating a secretariat for the two major governmental human rights committees chaired by the Department: the Federal Interdepartmental Committee on Human Rights, which facilitates the co-ordination of the federal government's human rights responsibilities, and the Continuing Federal-Provincial-Territoral Committee of Officials Responsible for Human Rights, which provides a mechanism for liaison and consultation in matters relating to Canada's international human rights commitments. The Human Rights Directorate co-ordinates the preparation of Canada's reports to the United Nations on human rights. The activities of the program include the provision of both financial aid and technical support to non-governmental organizations concerned with human rights education, development and research, and assisting and co-ordinating the progress of human rights in Canada. *Topics:* Human Rights Program — general; 35th anniversary of the Universal Declaration of Human Rights; Canadian Constitution; Canadian Human Rights Commission; committees; conferences and seminars; discrimination; fellowship in human rights; freedom of information; human rights cases; Human Rights Day; international covenants on human, civil, political, economic, social and cultural rights; International Year for Human Rights (1968); International Year of the Child (1979); International Year of Disabled Persons (1981); International Youth Year (1985); legislation; racial discrimination; reports on human rights; United Nations; United Nations related intergovernmental agencies; United Nations economic and social council; Year Book on Human Rights.

SSC/CCP-040
State Ceremonial
Description: State Ceremonial activities help foster a sense of national identity through the promotion of national symbols (the Canadian flag, national anthem), the organization of state ceremonies, the celebration of Canada Day and anniversaries of national importance, as well as the participation of the federal government in national exhibitions and regional fairs. It is responsible for matters that concern the Queen in Canada as well as her representatives, the Governor General and the lieutenant- governors of the provinces. *Topics:* State Protocol and Special Events — general; anthems; patriotic songs; arms; arms of Canada; ceremonies and celebrations; deaths, burials and state funerals; emblems and seals; Maple Leaf emblem; flags; gifts from Canada; gifts to Canada during centennial year; Governor General; Parliament; Parliament Hill; provincial matters, provincial administrators; provincial speeches from the Throne; provincial statutes; lieutenant-governors; Royalty; royal visits; use of Crown as a symbol; royal patronage; royal photographs; use of prefix royal; use of names of members of the Royal Family;

salute and saluting; titles; statues of former Prime Ministers; portraits of former Prime Ministers.

SSC/CCP-045
Citizenship Registration and Promotion
Description: Responsible for applying the new *Citizenship Act* of 1977, the branch provides services and facilities, including the regional citizenship courts, for the granting and issuing of proof of Canadian citizenship, and promotes the concept of Canadian citizenship through activities designed to encourage its acquisition and retention. *Topics: Citizenship Act;* natural-born Canadian citizens; loss of citizenship; resumption of citizenship; foundlings; Canadians other than natural-born; acquisition of Canadian citizenship; domicile, residence and lawful admission; automatic loss of citizenship; exemption from automatic loss of citizenship; loss of citizenship by revocation, status of Canadian citizens and recognition of British subjects; status of aliens; court procedures and evidence; citizenship appeal court; authority of Governor-in-Council, proclamations, regulations, designation; establishment of lawful admission, Canadian domicile or deportation; Newfoundland and Confederation; duties, liabilities, obligations after loss of nationality; violation and penalty for offence against the Act or regulations; repeal of *Naturalization Act* and *Canadian Nationals Act;* first schedule and nationality; citizenship laws and Commonwealth citizenship laws; other related statutes; foreign citizenship laws and other related statutes; Oath of Allegiance; Acts; certificates — citizenship naturalization; change of name; claims; external affairs; death; declaration of intention; denization; deportation; diplomatic relations; diplomats; disability; discretion of Minister; emigration; evidence of birth, adoption or legitimation; expatriation; hearings; immigration laws; interpreters and translators; language requirements; legal opinions; marriage; national registration; passports; pensions; sect, religion, refugees; resolutions; Royal Canadian Mounted Police records; seamen; statelessness; dual nationality; treaties; United Nations; service — Canadian Armed Forces, Foreign Armed Forces; voters — eligibility; war criminals; women, citizenship regulations; persons who are citizens; persons who are not citizens; grant of citizenship; lawful admission and permanent residence; adequate knowledge of language and of Canada; loss of citizenship; revocation of citizenship; resumption of citizenship and application; citizenship judges; Federal Court — Trial Division; security and public order; prohibitions; delegation and exercise of authority; legal proceedings; offences under the Act; liaison with other government departments; demographic policy; citizenship language and textbook agreements.

SSC/CCP-050
Multiculturalism
Description: Multiculturalism Canada is the program responsible for the federal multiculturalism policy. It initiates and co-ordinates related programs in co-operation with other federal departments and agencies, other levels of government and the private sector. Activities promote awareness of and appreciation for Canada's racial and cultural diversity. Financial and technical assistance is provided to representative ethnic and visible minority community groups, cross-cultural groups and organizations, institutions and individuals for activities undertaken in pursuit of the policy objectives. *Topics:* Multiculturalism Canada — general; program management; cultural enrichment — general, projects, supplementary schools, language teaching skills; performing and visual arts — general, film and audio-visual material; cultural integration — general, projects, English second language/French second language acquisition, immigrant women; group development — general, community development, skills development, organizational development; strategic assistance; intercultural communications — general, projects; multicultural centres; writing and publications — general, literature, histories, translations, resource and curriculum material (educational); ethnic studies — general, research, chairs of study; public education — advertising and public relations activities; race relations; multiculturalism in education; immigrant women; research and analysis to the Minister of State for Multiculturalism and federal departments on the implication and application of multiculturalism as a federal policy.

SSC/CCP-055
Women's Program
Description: This program is the major federal organization responsible for providing advice, guidance, information and financial assistance to voluntary associations working to improve the status of women. Its objective is to encourage the full participation of women in Canadian society by increasing their ability to participate in all aspects of community life, and by urging major institutions to take concrete measures to improve their status. *Topics:* Women's Program — general; communications and media relations; consultants and consultations; conferences, meetings and seminars; discrimination and human rights; employment — affirmative action; International Women's Year — general, conferences and seminars, Interchange 75; non-government women's organizations, associations, centres and groups; regional grants; regional offices; reports and studies; Status of Women — general, plan of action, other government departments, municipalities and agencies, action research.

SSC/CCP-060
Voluntary Action
Description: This program is designed to encourage Canadians to participate in public and community affairs through national and local voluntary organizations. The program provides technical and financial assistance to citizens' groups and associations in order to help them attain their participation objectives. *Topics:* Voluntarism — general; reports, research and studies; conferences, meetings and seminars; National Advisory Council on Voluntary Action — general, consultations, research, studies and reports, Task Force reports and review, taxation and registered charities.

SSC/CCP-065
Youth Participation
Description: The goal of this program is to provide young Canadians with the opportunity to discover and better appreciate their country. The Department administers Open House Canada. *Topics:* Youth — general; Open House Canada; International Youth Year (1985); Youth Employment Programs — general, Student Community Service Program, Summer Student Employment and Activities Program; Summer Job Corps; Summer Youth Employment Program (1980); Summer Canada.

SSC/CCP-070
Native Citizens
Description: This directorate is responsible for co-ordinating and administering seven programs serving Status Indian, non-Status Indian, Métis and Inuit organizations. These programs are designed to assist native people to identify their needs, to communicate their concerns and to develop the means to deal with them. They are the Native Friendship Centre Program, Native Communications Program, Northern Native Broadcast Access Program, Aboriginal Representative Organizations Program, Aboriginal Women's Program, Native Social and Cultural Development Program, and the Constitutional Review Program. The programs focus on native representative organizations, native constitutional concerns, native women, native people moving into urban areas, northern native broadcasting, community communication services and native social and cultural development which includes language retention. A consistent theme throughout all programs is that projects are community-based, initiated and managed by native people. *Topics:* Native citizens — general; agreements and treaties; committees; conferences and meetings; communications; discrimination and human rights; education, health and welfare; employment; summer job corps; evaluation and review; friendship centres; funding; health services; housing; land claims; constitutional issues; laws; migrating native peoples; non-government native organizations; policy

development; reports and studies; research; language retention; social and cultural development; sports; statistics and surveys; women; youth.

SSC/CCP-075
International Youth Year
Description: The secretariat is responsible for co-ordinating Canada's observance of International Youth Year. It administers a special grants program to assist youth groups, non-profit voluntary organizations and institutions in carrying out special projects to mark the Year. Projects that encourage the participation of youth in the decision-making process, offer an innovative and practical approach to addressing the concerns facing Canadian youth, promote public awareness of youth concerns and support the participation of a broad representation of young Canadians in activities promoting the themes of the Year (participation, development and peace) are eligible for funding. Preference will be given to those projects run for and by youth that relate to, and help mark, International Youth Year in Canada. It also gathers and disseminates information on IYY related projects and activities, and undertakes other special initiatives such as national youth forums on issues of concern to youth. The objectives of the federal IYY program are to integrate the concerns of youth with those of other groups in society and to increase public awareness in Canada of the interests, concerns, and accomplishments of young people. As the United Nations has designated 1985 as International Youth Year, the federal program for International Youth Year will end in March 1986. *Topics:* Administration; operations; government grants.

SSC/CCP-080
Status of Disabled Persons
Description: This Secretariat aids the Secretary of State in the role of advocate for the quality of life of disabled citizens. It monitors and facilitates federal initiatives aimed at the integration and equality of disabled persons in Canadian society. The scope is national through all levels of government and the private sector, and international, through bodies such as the United Nations. Canada is currently developing a Plan of Action in response to the United Nations Decade of Disabled Persons, 1983-92. This endeavor involves the federal and provincial governments, voluntary organizations and the private sector. The Disabled Persons Participation Program supports voluntary organizations controlled by disabled and handicapped persons, and initiatives designed to encourage their full participation in Canadian society. *Topics:* Disabled Persons — general; employment; equipment and technical aids; non-government organizations; hearing disabilities; physical disabilities; sight disabilities; psychiatric disabilities; mental disabilities; learning disabilities; Directory of Federal Services for the Handicapped and Disabled; Obstacles Report; World Program of Action concerning disabled persons.

SSC/CCP-085
Canadian Studies
Description: This directorate provides technical and financial assistance to individuals, organizations, Canadian businesses and corporations to advance the field of Canadian studies. Through its programs and activities the directorate encourages the development and use of Canadian studies learning materials, awards prizes for demonstrated excellence in classroom teaching of Canadian studies, supports the work of major national voluntary organizations committed to Canadian studies, promotes distance education and public education activities in identified areas, and encourages private sector support for Canadian studies in Canada through a matching dollar program. The directorate also acts as the co-ordinator for Canadian studies activities at the federal level and provides information on work in the field of Canadian studies to interested persons. *Topics:* Canadian Studies — general; studies of Canadian social history; studies of the Canadian economy; studies of Canada as a northern nation; professional education case studies; Canadian science curriculum in a Canadian context; Canadian cultural studies; Canadian studies writing awards; print learning materials development; film and audio-visual learning materials development; computer-based and assisted learning materials development; Canadian studies learning materials dissemination; learning materials use; prizes for excellence in the field of Canadian studies; public education through distance learning; support for organizations involved in Canadian studies; investments in the future of Canadian studies; Canadian studies directories.

SSC/CCP-090
Youth Secretariat
Description: This secretariat was established in the spring of 1984 in response to the growing importance of problems facing youth by all sectors of the society. The Minister of State for Youth is responsible for the political, social, cultural and economic concerns of Canadian youth. *Topics:* Currently the secretariat has two components: the International Youth Year (IYY) Program, and the secretariat staff itself. The staff provides complete executive services to the Minister, accurate analyses of the youth situation and its measured progress. It develops strategic documents and policies, and designs and administers youth programs; provides liaison and co-ordination between parties from within and from outside the federal government; ensures the implementation of plans; and promotes youth aspirations in relation to Canadian government strategies.

SSC/ARO-095
Administration
Description: This program is responsible for the management services consisting of planning, audit, evaluation and corporate policy; and central services which include finance, personnel, administrative services, records management, library services, access to information and privacy, communications, computer services and legal services.

SOCIAL SCIENCES AND HUMANITIES RESEARCH COUNCIL

Chapter 90

SOCIAL SCIENCES AND HUMANITIES RESEARCH COUNCIL

SOCIAL SCIENCES AND HUMANITIES RESEARCH COUNCIL
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ACCESS TO INFORMATION
CO-ORDINATOR
SOCIAL SCIENCES AND HUMANITIES
RESEARCH COUNCIL
P.O. BOX 1610
OTTAWA, ONTARIO
K1P 6G4

SOCIAL SCIENCES AND HUMANITIES RESEARCH COUNCIL

Background

The Social Sciences and Humanities Research Council (SSHRC) was created in June 1977 by Act of Parliament. It took over the programs previously administered by the Humanities and Social Sciences Division of the Canada Council in April, 1978. Under the Act, the SSHRC, the Medical Research Council and the Natural Sciences and Engineering Research Council administer federal funds for university-based research and other scholarly activity.

The SSHRC is governed by a 22 member appointed Council chosen from the academic community and other major interest sectors of society.

Laws and Regulations

- Government Organizations (Scientific Activities) Act, 1976
- Social Sciences and Humanities Research Council By-Laws

Overall Responsibilities

The Council is primarily a grant-giving body whose funds are voted by Parliament. Its mandate, in terms of Section 5 of the *Government Organization (Scientific Activities) Act* 1976, is to promote and assist research and scholarship in the social sciences and humanities; and to advise the Minister on issues relevant to the research he or she may direct to the Council's attention.

To fulfill its mandate of promoting and assisting research and scholarship within the Canadian scholarly community, and to encourage its excellence, the Council has adopted the following objectives:

- to enhance the advancement of knowledge by assisting research;
- to assist in and advise on maintaining and developing the national capacity for research;
- to promote research which would contribute to the fulfillment of national objectives;
- to facilitate dissemination of research results and to increase Canada's international presence and recognition in the social sciences and humanities.

In pursuit of these goals, the Council administers fellowships programs for research training and support, and grants for research, international scholarly exchanges, research resources, scholarly publishing, conferences and other research-related activities. It conducts enquiries on the state of research in Canada in its disciplines, performs a leadership role in research policy and fulfills a liaison function with government and the scholarly community.

Files on all applicants for SSHRC grants and fellowships for the last four years are kept at the Council's office in Ottawa. The Council's policy on the retention/disposal of files is under review.

General Information

For general information please contact the following:

General, Parliamentary and Press Enquiries

Director of Information
Social Sciences and Humanities Research Council
P.O. Box 1610
Ottawa, Ontario
K1P 6G4
Telephone: (613) 992-4283

General Enquiries/Programs Administered by SSHRC

Fellowships: (613) 992-0525

Research Grants: (613) 992-0566

Strategic Grants: (613) 992-3027

International Relations and Research Communications (613) 992-4313

Publications

All published material may be obtained from the Council's Information Division.

- Annual Report
- Council Update (newsletter)
- Program Brochures and Guidelines
  - Strategic Grants
  - Fellowships
  - Research Communications
  - International Relations
  - Support for Specialized Research Collections
- Reports
  - Academic Exchanges with the USSR: An Analysis and Evaluation of Provisions under the General Exchange Agreement, 1980
  - Aid to Scholarly Communication, 1982
  - An Edited Volume of Proceedings Arising Out of a Preliminary Evaluation of Strategic Research Needs in the Human Context in Science and Technology Field, 1980
  - An Evaluation Assessment of the Leave Fellowship Program and Its Alternatives, 1979
  - An Evaluation Assessment Study of the Research Communication Division Program to Aid Scholarly Publication, 1983
  - An Evaluation of the Negotiated Grants Program, 1980
  - An Evaluation of the Total Communications Activities of the SSHRC and a Proposed Communications Plan for the Future, 1978
  - A "Round the Clock Job": a Selected Bibliography on Women's Work at Home in Canada, 1983
  - Canadian Archives, 1980
  - Canadian Research in Education: A State of the Art Review, CSSE, 1982
  - Canadian Scholarly Publishing, 1980
  - Community-Based Research: Report of the SSHRC Task Force on Native Issues, 1983
  - Data Book on Aspects of Language Demography in Canada, 1975
  - Doctoral Fellowships and the Labour Market, 1983
  - Education Research: Future Expectations and Past Performances, Wisenthal, 1982
  - Education Research in Canada: Aims, Problems and Possibilities, A State of the Art Review, CAPE, 1982
  - Ethics, 1977
  - Evaluation Assessment of Selected Sections of the International Program, 1982

- — Evaluation Assessment of the Development of the Management Research Program, 1981
- — Evaluation Assessment of the Family and Socialization of Children Program, 1984
- — Evaluation Assessment of the Human Context of Science and Technology Program, 1983
- — Evaluation Assessment of the Population Aging Program, 1981
- — Evaluation (Assessment) of the Post-doctoral Fellowships Program, 1981
- — Evaluation Assessment Report on the Special M.A. Scholarship Program of the SSHRC, 1983
- — Evaluation of an Area of Canadian Scholarship, 1975
- — Evaluation of the Aid to Scholarly Publications Program, 1980
- — Evaluation of the International Grants Program, 1984
- — Evaluation Report on the Leave Fellowship Program and its Alternatives, 1979
- — Evaluation Study of the Support to Specialized Collections Program, 1984
- — Exchange of Scholars in the Humanities and Social Sciences Between Canada and China, 1981
- — Language and Literacy in Canada, 1979
- — Law and Learning, 1983
- — L'évaluation de la recherche en sciences sociales. Volumes I and II, 1981
- — Native Women in Canada: a Selected Bibliography, 1982
- — Needs of Scholars at Small Universities, 1977
- — Noble in Reason, 1981
- — On the Objective Treatment of the Sexes in Research, 1985
- — Phase I Report of the Evaluation of the Aid to Associations Program of the SSHRCC, 1983.
- — Evaluation study of the Aid to Associations Program of the SSHRC, idem, 1984
- — Report of the Commission on Graduate Studies in the Humanities and Social Sciences: Volumes I and II, 1978
- — Report of the Commission on Graduate Studies in the Humanities and Social Sciences: Summary, 1978
- — Report of the Consultative Group on the Individual, Language and Society, 1977
- — Report of the SSHRC General Research Grants Program Evaluation Project, 1984
- — Report on Evaluation of the Population Aging Program, 1984
- — Report on the Needs of Humanists in Research, 1977
- — Researchers in the Social Sciences and Related Disciplines, Ahamad, 1984
- — Research Activity in the Social Sciences, Adair, 1984
- — Research on Post-Secondary Education in Canada, 1982
- — Research Resources Program Evalutation Assessment, 1981
- — Review of the Strategic Grants Program, 1983
- — Solitudes and Communities: Research Library Resources in the 1980's, Cheney, 1983
- — Special Masters Program Evaluation, 1984
- — Survey Research, 1976
- — The Challenge of Research on the Canadian Communities, 1979
- — The Family and the Socialization of Children, 1980
- — The Human Context for Science and Technology, 1980
- — The Human Context for Science and Technology: Final Report, 1982
- — The Individual, Language and Society in Canada, 1977
- — Towards an Evaluation of a Research Grant Program, 1982
- — University Management Education and Research: a Developing Crisis, 1980
- — University Research Libraries, 1978
- — Women in the Labour Force: a Selected Bibliography, 1982

Access Procedures

Formal requests under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator
Social Sciences and Humanities Research Council
P.O. Box 1610
Ottawa, Ontario
K1P 6G4
Telephone: (613) 992-0562

Secretariat

The secretary to the SSHRC administers the Secretariat Division and acts as secretary to the Council, the Liaison Committee with the Social Science Federation of Canada, the Canadian Federation for the Humanities, the Royal Society of Canada, the Canadian Association of Graduate Schools, the Canadian Association of Research Administrators, the Association of Universities and Colleges of Canada, and the Canadian Association of University Teachers. The secretariat maintains liaison with the provinces in the areas of the Council's concern, assists the president in developing and implementing Council policy, and organizes out-of-town meetings of the Council. The secretariat also administers the implementation of the *Access to Information Act* and the *Privacy Act*, and the strategic grants program of support for specialized research collections.

Manuals

- Financial Administration Manual, SSHRC
- Access to Information and Privacy Act guidelines issued by the Treasury Board

Information

This division is responsible for public relations with government, the scholarly community, the media and the general public; publication of the annual report, administrative information on fellowships and grants programs, reports of consultative groups, news releases and newsletters; preparation of official briefs, statements and speeches.

Manuals

- Technical Manuals for Writing and Editing

Evaluation

The division plans, carries out and co-ordinates the evaluation policy of Council programs, activities and procedures. It also conducts research and analysis related to the work of the Council and tests new methods for evaluating the results of research support.

Manuals

- Guide on the Program Evaluation Function

- Principles for Evaluation of Programs

Office of the Director General, Program Branch

The Office of the Director General, Program Branch, administers the branch which fosters, promotes and assists research through the delivery of Council's grants and scholarship programs.

Research Grants

The division administers programs of financial support for scholarly research in the humanities and social sciences. It provides for adjudication of individual grant proposals, administers awards to successful applicants and provides funds directly to universities, on a formula basis, for small research and travel grants.

Manuals

- Guide for Applicants
- Information and Instructions for Research Grant Adjudication

Strategic Grants

Strategic grants are awarded to institutions and individual scholars to provide assistance for research or other scholarly work contributing to the fulfillment of national objectives. The two objectives of this program are the establishment of a basis of knowledge on identified social needs or problems — such as population aging, the family and the socialization of children, the human context on science and technology, women and work, managing the organization in Canada — and support for activities designed to help redress underdevelopment in specific areas in the humanities and social sciences. The latter include development of management research, aid to small universities and support for specialized research collections in university libraries.

Manuals

- Aid to Small Universities
- Women and Work
- Population Aging
- Support for Specialized Research Collections
- Canadian Studies Research Tools
- Development of Management Research
- The Family and the Socialization of Children
- The Human Context of Science and Technology
- Identification of Themes

Research Communications and International Relations

This division (formerly two separate divisions), is responsible for grants awarded for the following: aid to learned journals; aid to occasional scholarly conferences in Canada; aid to scholarly publications; and aid to scholarly associations. This division also administers the International Relations program which provides grants to encourage collaboration between Canadian and foreign scholars and to make the work of Canadian scholars better known abroad. Its aim is to develop, enhance and maintain a research communication network across Canada and throughout the world.

Manuals

- Aid to Learned Journals in the Social Sciences and Humanities
- Aid to Occasional Scholarly Conferences in Canada
- Aid to Scholarly Associations
- Attendance Grants to Scholarly Associations

Fellowships

This division administers scholarships and fellowships for research training and for independent research.

Manuals

- Screening and Coding Instructions
- Application and Adjudication Procedures

Classes of Records

SHR/SEC-005
Secretariat Documents
Description: Official records and minutes of meetings held under the auspices of the Council.

SHR/SEC-010
Council Committees
Description: Information on the following Council committees — executive, audit and evaluation, liaison, ethics. *Topics:* Establishment; organization; functions; agenda; notices; minutes; reports; correspondence.

SHR/INF-015
Information
Description: Information on Council programs and policies, publications, public relations. *Topics:* Annual report; newsletters; public relations (news releases, speeches, statements, press clippings); history and background of Council; publications (reports of enquiries, working groups, consultative groups, workshops); production of documents (application forms, brochures, guidelines, etc.); correspondence.

SHR/EVA-020
Evaluation of Programs
Description: Information on the evaluation of Council programs. *Topics:* Evaluation assessments; surveys; studies and reports.

SHR/EVA-025
Program Statistics
Description: Statistics correlating the number of applications, the amounts of money requested, the number of awards made and the amount paid out in awards with various data on the applicants — academic discipline, language of application (English or French), sex, province of residence, university affiliation, citizenship (Canadian or permanent resident).

SHR/ODG-030
Committees of the Advisory Academic Panel
Description: Information on advisory academic panel and former sub-committees — steering, research, training, research support, research communication, program development. *Topics:* Establishment; organization; functions; agenda; notices; minutes; reports; nominations from learned societies and universities; membership; meetings; correspondence.

SHR/RES-035
Research Grants
Description: Individual case files for all applicants requesting a research grant.

SHR/RES-040
Major Research Grants
Description: Individual case files for all applicants requesting a major research grant.

SOCIAL SCIENCES AND HUMANITIES RESEARCH COUNCIL

SHR/RES-045
Negotiated Grants
Description: Information on grants to universities on behalf of teams of researchers carrying out a program of research.

SHR/RES-050
Major Editorial Grants
Description: Information on grants to universities on behalf of teams of researchers carrying out long-term, large-scale editorial projects.

SHR/RES-055
General Research Grants
Description: Information on requests for block funding to universities for small research and travel grants.

SHR/RES-060
Program Committees
Description: Information on program planning committees, operations committees, task forces and policy review committees. *Topics:* Records and minutes of meetings, reports, committee membership, correspondence.

SHR/RES-065
Electronic Data Banks
Description: In addition to the hard copy records and files, electronic data banks of information are maintained on all individuals who apply for grants and fellowships. These banks include the applicant's name, address, academic qualifications, occupation, sex, language of application (English or French), citizenship (Canadian or permanent resident), title of project, academic discipline and amounts of money requested and awarded. Adjudication records and financial payment records are maintained for each program. The banks are used for historical records of all applicants and to initiate and record payment transactions.

SHR/STR-070
Population Aging
Description: Information on requests from individuals, institutions or groups for grants in the area of population aging. *Topics:* Grant requests — strategic research grants, re-orientation grants, institutional grants, research tools and facilities grants, research initiatives grants, postdoctoral fellowships, postdoctoral renewal fellowships.

SHR/STR-075
Family and the Socialization of Children
Description: Information on requests from individuals, instituations or groups for grants in the area of family and the socialization of children. *Topics:* Grant requests — research, seed money, research workshops.

SHR/STR-080
Women and Work
Description: Information on requests from individuals, institutions or groups for grants in the area of women and work. *Topics:* Grant requests — research, seed money, research workshops.

SHR/STR-085
Canadian Studies: Research Tools
Description: Information on requests from individuals, institutions or groups for grants to prepare finding aids for primary and secondary source materials in the field of Canadian studies.

SHR/STR-090
Aid to Small Universities
Description: Information on requests from universities which meet the Council's eligibility criteria (fewer than 3,500 full-time students and, for federated and affiliated institutions, 50 miles from the senior university operating in the same language) for grants to help develop research potential.

SHR/STR-095
Support for Specialized Research Collections in University Libraries
Description: Information on requests from Canadian university libraries for grants to improve library collections which are considered as having national or regional significance for research in a particular area. *Topics:* Grant requests — regular program; Fleeting Opportunities program.

SHR/STR-100
Development of Management Research
Description: Information on requests from individuals or organizations for grants to help them develop or improve research capacity in the fields of management, business and administrative studies, including public administration. *Topics:* Grant requests — research, seed money, research workshops, research initiatives, summer methodology workshops.

SHR/STR-105
Managing the Organization in Canada
Description: Information on requests from individuals, institutions or groups for grants in the area of managing the organization in Canada, covering the development of innovation, entrepreneurship and marketing expertise for Canadian business and industry at home and abroad. *Topics:* Grant requests — research grants, seed money, research workshops, research initiatives.

SHR/STR-110
Human Context of Science and Technology
Description: Information on requests from individuals, institutions or groups for grants in the area of the human context of science and technology. *Topics:* Grant requests — research, seed money, research workshops.

SHR/STR-115
Program Committees
Description: Information on program planning committees, operations committees, task forces and policy review committees. *Topics:* Records and minutes of meetings, reports, committee membership, correspondence.

SHR/STR-120
Electronic Data Banks
Description: In addition to the hard copy records and files, electronic data banks of information are maintained on all individuals who apply for grants and fellowships. These banks include the applicant's name, address, academic qualifications, occupation, sex, language of application (English or French), citizenship (Canadian or permanent resident), title of project, academic discipline and amounts of money requested and awarded. Adjudication records and financial payment records are maintained for each program. The banks are used for historical records of all applicants and to initiate and record payment transactions.

SHR/IDR-125
Aid to Learned Journals in the Social Sciences and Humanities
Description: Information on requests from learned societies, research institutions or groups of scholars for assistance towards publication costs of learned journals in the social sciences and humanities.

SHR/IDR-130
Aid to Scholarly Conferences in Canada
Description: Information on requests from universities or scholarly associations to provide partial travel and subsistence costs of participants in scholarly conferences held in Canada.

SHR/IDR-135
Aid to Scholarly Associations
Description: Information on requests from scholarly associations for assistance towards administrative costs.

SHR/IDR-140
Attendance Grants to Scholarly Associations
Description: Information on requests from scholarly associations for financial assistance towards members' travel to the annual meetings of the association.

SHR/IDR-145
Aid to Scholarly Publications
Description: Information on requests from the Social Science Federation of Canada and the Canadian Federation for the Humanities for block funds to administer a program of grants for Canadian scholarly publishing.

SHR/IDR-150
Other Programs
Description: As SSHRC funds permit, experimental and demonstration projects may be supported on innovative approaches to scholarly publishing using electronic technology.

SHR/IDR-155
Travel Grants for International Conferences
Description: Application files for grants intended to encourage Canadian scholars to participate in major international meetings.

SHR/IDR-160
Travel Grants for International Representation
Description: Application files for grants to Canadian members of international scholarly organizations for travel to management and policy meetings of these organizations.

SHR/IDR-165
Grant for International Collaborative Research
Description: Application files for grants to encourage Canadian scholars to collaborate with scholars in other countries on research projects of mutual interest.

SHR/IDR-170
Aid to International Secretariats in Canada
Description: Application files for grants to provide financial assistance to the secretariats of international organizations while they are located in this country.

SHR/IDR-175
Grants for International Congresses in Canada
Description: Application files for grants to assist Canadian scholars organizing international scholarly conferences in Canada.

SHR/IDR-190
Bilateral Exchange Programs
Description: Application files for grants under agreements between SSHRC and foreign governments. *Topics:* An agreement signed by the SSHRC and the Centre nationale de la recherche scientifique de France to facilitate co-operation between French and Canadian scholars on research programs of common interest; an agreement signed by the SSHRC and the Chinese Academy of Social Sciences providing annually for the exchange of scholars to conduct research and give lectures; an agreement signed by the SSHRC and the Academy of Social Sciences of the Soviet Union providing for the exchange of up to ten scholars annually to conduct research and give lectures (program has been suspended since 1980); an agreement signed by the SSHRC and the Japan Society for the Promotion of Science providing annually for the exchange of scholars; an agreement signed by the SSHRC and the Academy of Sciences of Hungary providing annually for the exchange of scholars.

SHR/IDR-195
Special International Projects
Description: Application files for special projects of international scholarly interest funded under authorization of the SSHRC president.

SHR/IDR-200
Program Committees
Description: Information on program planning committees, operations committees, task forces and policy review committees. *Topics:* Records and minutes of meetings, reports, committee membership, correspondence.

SHR/IDR-205
Electronic Data Banks
Description: In addition to the hard copy records and files, electronic data banks of information are maintained on all individuals who apply for grants and fellowships. These banks include the applicant's name, address, academic qualifications, occupation, sex, language of application (English or French), citizenship (Canadian or permanent resident), title of project, academic discipline and amounts of money requested and awarded. Adjudication records and financial payment records are maintained for each program. The banks are used for historical records of all applicants and to initiate and record payment transactions.

SHR/FEL-215
Postdoctoral Fellowships
Description: Application files for scholars who have been awarded a doctoral degree by a recognized university and who are requesting funds to engage in full-time postdoctoral research for 12 months at a recognized university or research institution; also application files for SSHRC Postdoctoral Fellowship holders applying for a second year of support.

SHR/FEL-220
Doctoral Fellowships
Description: Application files for students who have completed one year of graduate studies beyond the honours B.A. or its equivalent and who are seeking financial assistance to carry out a program of studies leading to a Ph.D. or its equivalent in the humanities and social sciences; also application files for SSHRC Doctoral Fellowships holders applying for support for a second, third or fourth year of a doctoral program.

SHR/FEL-225
Special M.A. Scholarships
Description: Application files for students in the final year of an honours B.A. program or its equivalent, who wish to receive financial assistance to pursue a master's degree program at a Canadian university; Queen's Fellowships are offered annually to three students selected from special M.A. scholarships applicants for graduate work in Canadian studies.

SHR/FEL-230
Jules and Gabrielle Léger Fellowship
Description: Application files for senior scholars for research and writing on the history, role and function of the Crown and the Governor-General in a parliamentary democracy.

SHR/FEL-240
Bora Laskin National Fellowship in Human Rights Research
Description: Application files for scholars requesting funds to pursue a specific multi-disciplinary program of work in Human Rights research.

SHR/FEL-245

Program Committees

Description: Information on program planning committees, operations committees, task forces and policy review committees. *Topics:* Records and minutes of meetings, reports, committee membership, correspondence.

SHR/FEL-250

Electronic Data Banks

Description: In addition to the hard copy records and files, electronic data banks of information are maintained on all individuals who apply for grants and fellowships. These banks include the applicant's name, address, academic qualifications, occupation, sex, language of application (English or French), citizenship (Canadian or permanent resident), title of project, academic discipline and amounts of money requested and awarded. Adjudication records and financial payment records are maintained for each program. The banks are used for historical records of all applicants and to initiate and record payment transactions.

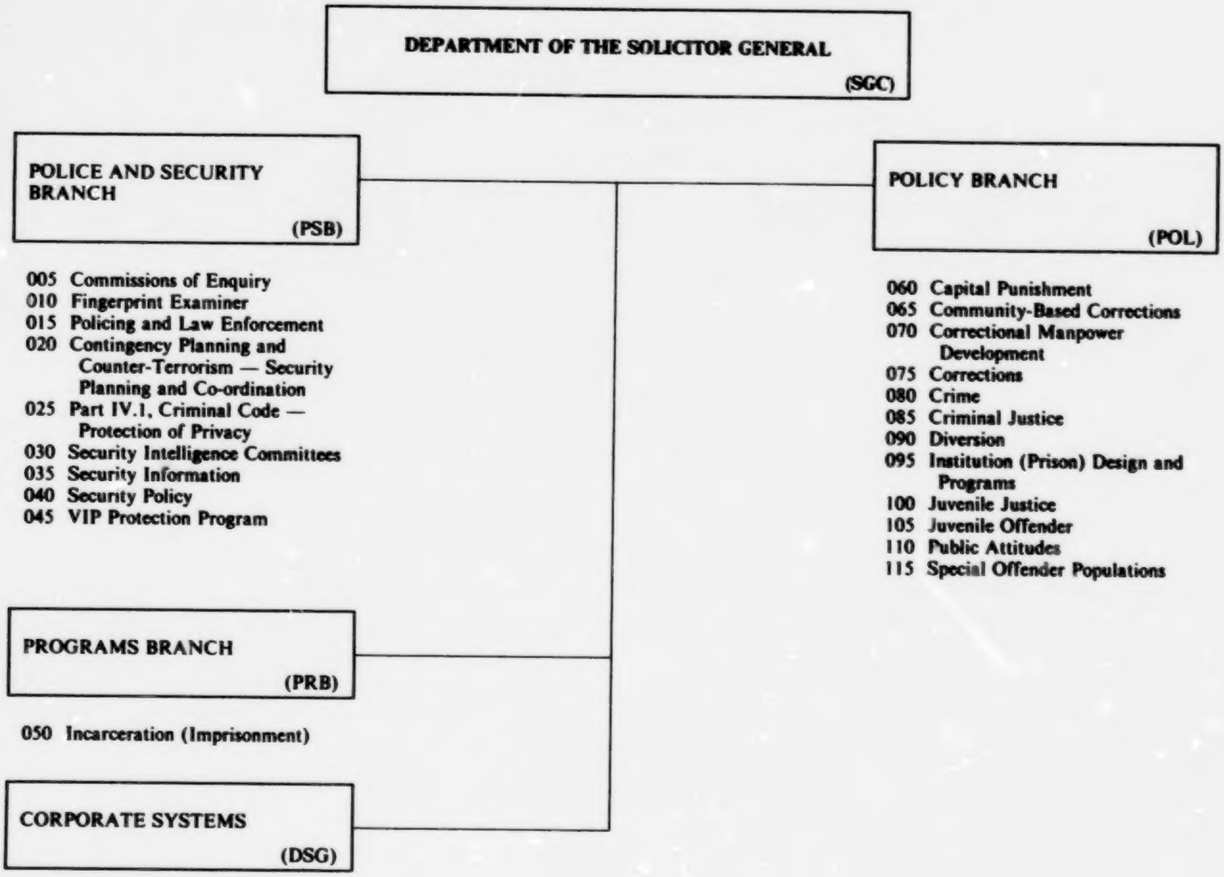
Deleted Classes of Records

SHR/IDR-180	Grants for Visiting Foreign Scholars
SHR/IDR-185	Grants to Lecture Abroad
SHR/FEL-210	Leave Fellowships
SHR/FEL-235	Special Postdoctoral Fellowship for Research in Sociology on Urban Poverty in Canada

DEPARTMENT OF THE SOLICITOR GENERAL

Chapter 91

DEPARTMENT OF THE SOLICITOR GENERAL



DEPARTMENT OF THE SOLICITOR GENERAL
(SGC)

POLICE AND SECURITY BRANCH
(PSB)

- 005 Commissions of Enquiry
- 010 Fingerprint Examiner
- 015 Policing and Law Enforcement
- 020 Contingency Planning and Counter-Terrorism — Security Planning and Co-ordination
- 025 Part IV.1, Criminal Code — Protection of Privacy
- 030 Security Intelligence Committees
- 035 Security Information
- 040 Security Policy
- 045 VIP Protection Program

PROGRAMS BRANCH
(PRB)

- 050 Incarceration (Imprisonment)

CORPORATE SYSTEMS
(DSG)

- 055 Program Evaluation Studies

POLICY BRANCH
(POL)

- 060 Capital Punishment
- 065 Community-Based Corrections
- 070 Correctional Manpower Development
- 075 Corrections
- 080 Crime
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- 090 Diversion
- 095 Institution (Prison) Design and Programs
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ACCESS TO INFORMATION AND
PRIVACY CO-ORDINATOR
MINISTRY SECRETARIAT
DEPARTMENT OF THE SOLICITOR
GENERAL
340 LAURIER AVENUE WEST
OTTAWA, ONTARIO
K1A 0P8

DEPARTMENT OF THE SOLICITOR GENERAL

Background

The Department of the Solicitor General was established in 1966 when Parliament enacted the *Department of the Solicitor General Act*, which assigned to the Solicitor General responsibility and accountability for the management and direction of reformatories, prisons, penitentiaries, parole, remissions, and the Royal Canadian Mounted Police.

Evolutionary additions and changes to these responsibilities resulted in the Department's reorganization into a Ministry, incorporating the Secretariat, the Royal Canadian Mounted Police, the Correctional Service of Canada, the National Parole Board, the Office of the Correctional Investigator, the Canadian Security Intelligence Service, and the Office of the Inspector General.

Overall Responsibilities

The Solicitor General discharges certain duties specifically assigned under a number of Acts, notably the *Royal Canadian Mounted Police Act*, the *Penitentiary Act*, the *Parole Act*, the *Prisons and Reformatories Act*, the *Young Offenders Act*, the *Immigration Act*, the *Canadian Security Intelligence Service Act*, the *Criminal Records Act*, and the Criminal Code of Canada. In addition, the agencies of the Ministry have an operational responsibility for the discharge of functions under Acts such as the *Criminal Indentification Act*, the *Diplomatic and Consular Privileges and Immunities Act*, the *Fugitive Offenders Act* and the *Migratory Birds Act*, among others. Specific mandates of the Ministry's agencies are as follows.

The Secretariat is responsible for developing and co-ordinating Ministry policy and program roles, at the federal and federal-provincial levels, in five major areas: criminal justice, juvenile justice, corrections, police and security.

The RCMP is responsible for the enforcement of federal statutes, the provision of police services under provincial and municipal contracts, and of national police services.

The Correctional Service of Canada is responsible for the custody of inmates, their health care, education, training and employment. It also provides inmate counselling and personal development programs and supervises parolees.

The National Parole Board is responsible for granting or denying parole, including day parole, to inmates of federal and provincial prisons. It also rules on unescorted temporary absences for inmates of federal penitentiaries and recommends the exercise of the Royal Prerogative of Mercy and the granting of pardons.

The Correctional Investigator's mandate is to investigate complaints from or on behalf of incarcerated persons and report upon problems identified; in essence, acting as an ombudsman, endeavouring to resolve complaints by administrative action.

The Canadian Security Intelligence Service (CSIS) collects, analyses and retains information and intelligence respecting activities that may on reasonable grounds be suspected of constituting threats to the security of Canada.

The Inspector General is responsible for the monitoring and review of the operational activities of the Canadian Security Intelligence Service.

The Office of the Correctional Investigator, the RCMP, the Correctional Service of Canada, the National Parole Board and the Canadian Security Intelligence Service are described in greater detail elsewhere in this Register with a complete listing of the information they hold. Requests for access to information specifically related to these agencies should be directed to the Access Co-ordinator of the particular agency. The organization and information holdings of the Office of the Inspector General will be described in the next bulletin on the *Access to Information Act* and the *Privacy Act*.

The Secretariat, which reports to the Deputy Solicitor General, is described below with a complete listing of the information banks under its control.

General Information

The Secretariat has general information services available to the public which should be consulted as a first step to obtaining information. Please contact

Communications Group, Programs Branch
Ministry of the Solicitor General
340 Laurier Avenue West
Ottawa, Ontario
K1A 0P8
Telephone: (613) 991-2818

You may also consult the

Ministry Library and Reference Centre
Criminology Documentation Centre
Ministry of the Solicitor General
340 Laurier Avenue West
Ottawa, Ontario
K1A 0P8
Telephone: (613) 991-2787

Ministry Public Reading Room

Access to policy, administrative and operational manuals which employees of the Ministry utilize to administer current government programs and other reference material is available at

Ministry Public Reading Room
Ministry of the Solicitor General
340 Laurier Avenue West
Ottawa, Ontario
K1A 0P8
Telephone: (613) 991-2929

Access Procedures

Requests for access to information which may be held in the Secretariat and is not available through the general information service should be addressed to

Access to Information and Privacy Co-ordinator
Ministry Secretariat
Ministry of the Solicitor General
340 Laurier Avenue West
Ottawa, Ontario
K1A 0P8
Telephone: (613) 991-2930

MINISTRY SECRETARIAT

Police and Security Branch

The branch provides policy advice to the Solicitor General on the role, priorities, programs and operational activities of the Royal Canadian Mounted Police and the Canadian Security Intelligence Service. The branch also develops policy on federal law enforcement, national policing issues, national security, contingency planning and counter-terrorism.

To facilitate the realization of the government's commitment to provide clear direction to the RCMP and the Canadian Security Intelligence Service, and to ensure the accountability of these organizations to Parliament, the branch has two directorates: the

Police and Law Enforcement Policy Directorate and the Security Policy and Operations Directorate. In addition, there is a Security Planning and Co-ordination Division which has primary responsibility for the development of contingency planning policy and the Government's counter-terrorism program, and for managing the Security Advisory Committee (SAC).

Security Policy and Operations Directorate

The directorate comprises two divisions: Security Policy, and Security Operations.

The directorate is responsible for supporting the Deputy Solicitor General in consultation with the Director of CSIS on the general operational policies of the Service; for reviewing operational proposals referred to the Minister by the Canadian Security Intelligence Service (CSIS) to ensure their conformity with legislation and Ministerial guidelines and standards; reviewing applications made by the CSIS, following consultation with the Deputy Solicitor General, to the Solicitor General for approval to implement special investigative techniques provided for by the *Canadian Security Intelligence Service Act;* reviewing the government's national internal security policies and CSIS's general operational policies in order to provide on-going advice to the Solicitor General; and reviewing all proposed changes in government policy and legislation which may have an impact on existing national internal security policies, with a view to advising the Solicitor General on co-ordinating the needs of national security and other areas of government policy.

Security Planning and Co-ordination Division

This division is responsible for co-ordinating the identification, development and maintenance of counter-terrorist program measures on an inter-departmental, federal-provincial and international basis; providing support to the Solicitor General in his capacity as lead Minister for the management of terrorist-related crises in Canada; and developing and maintaining contingency plans concerning public order emergencies. This division also manages the operation of the Security Advisory Committee (SAC) which is responsible for considering policy issues and identifying and planning future sectoral priorities.

Police and Law Enforcement Policy Directorate

This directorate is responsible for developing and reviewing policy proposals governing the overall effectiveness and accountability of the RCMP; developing and implementing federal policy on the management of RCMP policing agreements with provinces, territories and municipalities; reviewing RCMP policy and expenditure submissions; developing policy for federal-provincial law enforcement initiatives; and participating in the development of policy initiatives with federal and national policing and law enforcement implications.

Programs Branch

The Programs Branch is the Ministry's research and development arm. Its primary aim is to produce sound information through demonstration, research and evaluation, and to communicate this information to improve criminal justice legislation, policy, programs and operations. The branch strives to make accessible the results of research and development and practical experience.

The branch research and development mandate encompasses two inter-related activities:

- knowledge building which is based on research, statistics, experimental programs, and dissemination of information from these activities; and
- the provision of technical expertise and services such as communications and media-relations, data processing activities, library and reference services, criminal justice employment programs, and major public involvement campaigns such as Crime Prevention Week.

Research Division

The Research Division conducts social science research on issues that are relevant to the priorities of the Ministry. There are two distinct but interrelated goals of this research. The first is to provide sound information and research-based policy advice for the planning and evaluation of Ministry policies and programs. This research is usually undertaken at the request of Ministry officials, although the findings from these studies also serve to identify emerging issues and new Ministry initiatives. The second is to assist provincial and local criminal justice agencies in the areas of policing, corrections, and other areas of common concern. This research enables the Secretariat to play a leadership role to support the development of experimental programs that can serve as models across Canada.

These research efforts are accomplished through contracting out for research studies and in-house data analysis; communicating the results or findings of the research; identifying research requirements or gaps in knowledge; providing research based policy advice to the criminal justice system; and supporting the development of Canadian criminal justice research manpower and resources through provision of support to Canadian research centres.

Statistics Division

The Statistics Division provides professional and technical services to the Secretariat and the Ministry agencies and promotes the development of better information and statistics in the criminal justice system. This is accomplished through:

- identification of criminal justice policy areas requiring a quantitative base for decision making, and developing means to provide the necessary data and analysis;
- conduct of statistical studies and surveys;
- participation in the development of co-ordinated federal/provincial efforts to strengthen the availability of comprehensive criminal justice information and statistics, and improve the scope, validity and timeliness of the information for use in operations, management and policy decision-making related to ministry priorities;
- maintenance of a base of up-to-date statistics, identification of gaps, and participation in statistics-gathering activities to lessen the gaps;
- provision of data processing support to the Secretariat through development of computer technology, acquisition of hardware, systems design, technical support, training, and preparation of data processing plans;
- participation in the development of policies on information system and statistical data gathering;
- co-ordination of project evaluation and implementation of information systems to assist in the monitoring and evaluation of research and development projects; and
- dissemination of information through the release of the results of statistical analyses and studies.

Consultation Centre

The Consultation Centre is essentially an agent for change and improvement in the criminal justice system. Through the processes of consultation and experimentation, the centre tests and develops innovative approaches to the resolution of complex and persistent criminal justice problems, increases community participation in criminal justice issues; facilitates information exchange and technology transfer amongst federal, provincial and municipal government organizations and private and voluntary sector organizations, and assists and encourages inter-governmental and intra-governmental planning for criminal justice policies and programs.

To accomplish these objectives, the Consultation Centre organizational structure includes a national headquarters in Ottawa and regional offices in Moncton, Montreal, Toronto, Saskatoon, Edmonton and Vancouver.

Communications Group

The Communications Group explains Ministry objectives, roles and activities to all those within the criminal justice system and the public, and serves the information and communication needs of the Solicitor General in the exercise of his constitutional responsibility.

The Group places special emphasis on converting the results of research and development to appropriate forms for use by components of the justice system and on effective liaison with representatives from various Canadian media.

The Communications Group accomplishes its tasks by:

- — developing and implementing communications policies and strategic plans, in conjunction with Ministry agencies;
- — establishing a well-balanced and co-ordinated program of information for the public-at-large and the public specifically interested in the criminal justice system;
- — responding to the needs of the news media when information is required regarding the activities of the Ministry;
- — producing Ministry publications, special reports, press releases and speeches;
- — producing audio-visual materials such as films, videotapes and public service announcements;
- — co-ordinating the Ministry participation in major fairs, conferences, and travelling exhibits designed to inform the public about federal initiatives in criminal justice;
- — publishing Liaison, the only monthly magazine for the criminal justice system in Canada;
- — maintaining a daily press clipping service for the Ministry;
- — providing library services to the Ministry; and
- — operating a National Victims Resource Centre, which makes available a wide variety of information to those involved in assistance to victims of crime in Canada.

Management Support Group

The Management Support Group provides management and executive support services to the Programs Branch to enable it to fulfill its Ministry-wide responsibility for criminal justice research and development, to ensure productive and efficient operations and to co-ordinate interaction between the branch and central agencies of the government and the central services of the Secretariat. Major areas of activity include: management overviews for decision making; research and development project administration; multi-year and contingency planning; resource utilization measurement and forecasting; and general administration matters.

Administration Branch

The branch is responsible for the preparation, implementation and overall administration of personnel, financial and administrative policies, programs, systems, procedures and services to assist the Ministry Secretariat in meeting its organizational objectives. These responsibilities include providing specialized advice and services to ensure delivery of Secretariat programs in accordance with legislative and central agency requirements.

Corporate Systems

Corporate Systems is responsible for corporate level planning and management systems, management information systems, audit, program evaluation, management review and related management tools used in the Ministry Secretariat. It also co-ordinates the use of these instruments, where required, with other components of the Ministry or with external authorities.

Policy Branch

This branch is responsible for formulating strategic policies and strategies concerning criminal justice, juvenile justice and correctional issues, and for providing advice to the Deputy Minister and the Minister on a wide range of related issues requiring public policy determination. The branch is comprised of directorates responsible for Criminal Justice Policy (including Firearms and International Relations sections), Corrections Policy, and Young Offenders policy matters.

Classes of Records

SGC/PSB-005
Commissions of Enquiry
Description: Information on legal and policy advice provided to the government respecting matters pertaining to commissions of enquiry having to do with the Royal Canadian Mounted Police. *Topics:* Commission of Enquiry Concerning Certain Activities of the RCMP — General; Commission d'enquête sur des opérations policières en territoire québecois; Royal Commission of Enquiry into the Confidentiality of Health Records in Ontario; Commission of Enquiry into the Royal American Shows Inc. and its activities in Alberta.

SGC/PSB-010
Fingerprint Examiner
Description: Information on requirements for designation and revocation of fingerprint examiners under Section 594(4) of the Criminal Code. *Topics:* Requirements, designation, revocation. *Retrievability:* Files are arranged by province.

SGC/PSB-015
Policing and Law Enforcement
Description: Information on issues related to federal policing and law enforcement generally, excluding national security; police accountability to the executive and the public; policing functions; the organization and management of policing; preventive policing; also the resources, role, function, services, management, administration and operations of the RCMP including policing agreements and personnel policies and practices. *Topics:* Policing and law enforcement; women and natives in policing; private policing; Police Week; accountability; law enforcement and the prosecutorial function; police discretion; federal policing; Criminal Code Review/ Police Powers; Federal Law Enforcement Under Review; federal-provincial relations; ports and railway policing; mutual assistance treaties; comprehensive drug strategy; Enterprise Crime; police functions; patrol; traffic; criminal investigation; electronic surveillance; organization and management; management information systems; safety; preventive policing; consultation centres; vandalism;

preventive policing programs; RCMP Administration; finance; buildings and property; claims; telecommunications; information access; productivity and performance; airport police; Regulations; Marin Commission; bilingualism; contract delegation; operational plan; Ministerial enquiries; training; Policing Agreements — provincial, international and interdepartmental; policing operations; Canadian Police Information Centre; protective policing; criminal records; investigations; drug enforcement program; liaison with foreign countries; methods and procedures; RCMP jusrisdiction; requests for assistance; Ministerial Directives; Macdonald Commission; RCMP Personnel Policies; recruitment; salaries; Benefit Trust Fund; grievance and appeals; complaints against RCMP; promotion and appointments; pension plans; labour relations; travel; termination of service.

SGC/PSB-020
Contingency Planning and Counter-Terrorism — Security Planning and Co-ordination
Description: Information on the development of contingency and preparedness plans in the event of a threat to the government structure, including situation responses, either in a resource or lead capacity. *Topics:* Contingency plans in peacetime; war; hijacking; hostage-taking; counter-terrorism programs; Ministry Crisis Centre; exercises.

SGC/PSB-025
Part IV.1, Criminal Code — Protection of Privacy
Description: Information on the policy, procedures and administrative aspects of the use of electronic surveillance for the interception of private communications. This information is used to assist the Minister in fulfilling his responsibilities regarding the designation of agents as defined in Sections 178.12(1)(9), 178.13(2.1) and 178.15(1)(9) of the Criminal Code of Canada, the provision of operational guidelines to designated agents and peace officers, and administration procedures relating to publication of the Solicitor General's annual report to Parliament.

SGC/PSB-030
Security and Intelligence Committees
Description: Information on the operations of security and intelligence committees, as well as the provision of administrative and policy support to these committees. *Topics:* Security Advisory Committee; Intelligence Advisory Committee; Inter-departmental Committee on Security and Intelligence; Cabinet Committee on Security and Intelligence; subcommittees and study groups on the administrative security policy and national internal security policy responsibilities of the above committees. *Retrievability:* Files are arranged by committee, subcommittee or study group title, and by subject. All files are located in Ottawa.

SGC/PSB-035
Security Information
Description: The analysis and dissemination of information on potential threats to the internal security of the Government of Canada. *Topics:* Internal security — policy; espionage, terrorism; civil disorder; analysis of security and intelligence information; periodic status reports.

SGC/PSB-040
Security Policy
Description: Information on administrative internal security policies and national internal security policies of the Government of Canada. *Topics:* Administrative security policy analysis and implementation, including personnel, physical security information, EDP, communications and technical security; national internal security policy, including administration of Acts, advice on pending legislation, and policy support to the Solicitor General in relation to Ministerial direction of the RCMP and the Canadian Security Intelligence Service.

SGC/PSB-045
VIP Protection Program
Description: Information on the administrative aspects of the implementation of the program designed for the protection of VIPs and designated officials. *Topics:* Protection policy; requests for protection; protection briefings; telecommunications.

SGC/PRB-050
Incarceration (Imprisonment)
Description: Information on topics arising as a result of a sentence to a prison term. *Topics:* Policy; aspects of incarceration, long-term incarceration; classification and typologies; inmate rights; health care guidelines; correctional investigator; dissociation; grievance procedures; riots; hostage taking; disruptions; suicide; independent chairperson process.

SGC/DSG-055
Program Evaluation Studies
Description: The information bank for multiple data collection will provide data on the various program components of the Secretariat, enabling a comprehensive evaluation of the programs and their impacts. The data collected will promote more effective, efficient and innovative management of the Solicitor General Secretariat.

SGC/POL-060
Capital Punishment
Description: Information on policy, enquiries and the issues leading up to, as well as follow-up monitoring, of the effects on the criminal justice system of the legislation to abolish capital punishment (includes research and statistical data).

SGC/POL-065
Community-Based Corrections
Description: Information on the issues regarding the convicted offender serving all or part of his or her sentence in the community. *Topics:* Policy; parole decision making; mandatory supervision; remission procedures; temporary absences; caseload management; alternative sentencing; factors of success; procedural safeguards; parole and peace officer role; probation.

SGC/POL-070
Correctional Manpower Development
Description: Information on the staffing of correctional programs. *Topics:* Policy; volunteers; ex-inmates; training; career development; staff attitudes and surveys; job satisfaction; psychological testing and staff selection.

SGC/POL-075
Corrections
Description: The incarceration or imprisonment aspects of the criminal justice system process; all issues having to do with the offender, the institutions, institution services, exchange agreements respecting offenders, parole and clemency. *Topics:* Enquiries; peace and security; cost of corrections; objectives; federal corrections policy; exchange agreements; parole services; clemency; statistics.

SGC/POL-080
Crime
Description: Information on the nature and study of various types of crime; also on projects designed to develop policies, procedures or educational programs for police, the private sector, and communities directed at avoiding the commission of a criminal act or offence. *Topics:* The costs of crime and the criminal; unemployment and crime; homicide; rape; computers and crime; white-collar crime; terrorism; cannabis; Police Training Manual; anti-vandalism; Crime Prevention Kit.

DEPARTMENT OF THE SOLICITOR GENERAL

SGC/POL-085
Criminal Justice
Description: Information on all aspects of the criminal justice system. *Topics:* Drugs; objectives of the criminal justice system; rights and responsibilities of persons in contact with the criminal justice system; myths on crime and criminal justice; native peoples; sentencing; victims; gun control; Criminal Code Review; pornography; prostitution; sexual exploitation of children; Seventh U.N. Congress on the Prevention of Crime; treatment of offenders.

SGC/POL-090
Diversion
Description: Information on the deflection of potential contact with any element of the criminal justice system (police, courts, institutions, parole). *Topics:* Diversion inventory; strategy; Community Kit; National Information Bank.

SGC/POL-095
Institution (Prison) Design and Programs
Description: Information on specific programs, planned or in operation, within the institutions; research and evaluation of these programs; research and statistical data for long-range planning of institution size and design features. *Topics:* Policy; life skills; therapeutic programs; trade and education; treatment; living units; behaviour modification.

SGC/POL-100
Juvenile Justice
Description: Information on issues related to juveniles coming into contact with, or in conflict with the law. *Topics:* Policy; analysis — juvenile delinquency statistics; transfer — juvenile to adult court; adults contributing to juvenile delinquency.

SGC/POL-105
Juvenile Offender
Description: Information on issues related to the convicted juvenile during the incarcerated period. *Topics:* Policy; juvenile programs; group home programs; community programs; classification and typologies.

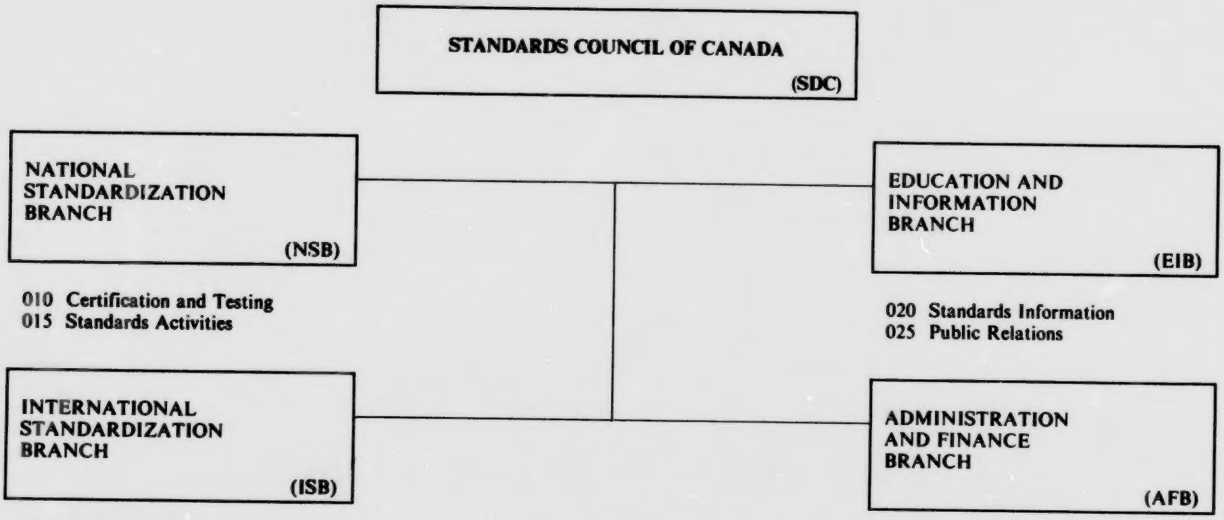
SGC/POL-110
Public Attitudes
Description: Information on the attitudes of individuals towards the criminal justice system. *Topics:* Policy; attitudes towards agents of the system; offender attitudes; children's attitudes.

SGC/POL-115
Special Offender Populations
Description: Information on sub-groups of offenders identifiable on the basis of age, gender, race, offence or special need. *Topics:* Policy; females; native peoples; sex offenders; drug offenders.

STANDARDS COUNCIL OF CANADA

Chapter 92

STANDARDS COUNCIL OF CANADA


STANDARDS COUNCIL OF CANADA (SDC)
NATIONAL STANDARDIZATION BRANCH (NSB)
EDUCATION AND INFORMATION BRANCH (EIB)
INTERNATIONAL STANDARDIZATION BRANCH (ISB)
ADMINISTRATION AND FINANCE BRANCH (AFB)

NATIONAL STANDARDIZATION BRANCH (NSB)

- **010** **Certification and Testing**
- **015** **Standards Activities**

EDUCATION AND INFORMATION BRANCH (EIB)

- **020** **Standards Information**
- **025** **Public Relations**

INTERNATIONAL STANDARDIZATION BRANCH (ISB)

- **030** **International Organization for Standardization**
- **035** **International Electrotechnical Commission**

ADMINISTRATION AND FINANCE BRANCH (AFB)

- **040** **Financial Records**

ACCESS TO INFORMATION
CO-ORDINATOR
STANDARDS COUNCIL OF CANADA
350 SPARKS STREET
OTTAWA, ONTARIO
K1R 7S8

STANDARDS COUNCIL OF CANADA

Background

The Standards Council of Canada (SCC) was established in 1970 by an Act of Parliament to foster and promote voluntary standardization in Canada as a means of advancing the national economy, benefiting the health, safety and welfare of the public, assisting and protecting consumers, facilitating domestic and international trade, and furthering international co-operation in the field of standards.

Overall Responsibilities

The Council carries out its task through the National Standards System (NSS), a federation of accredited independent organizations concerned with standards writing, certification, and testing, co-ordinated by the SCC. The system was created to provide a medium through which Canadian organizations involved in such activities may operate and co-operate to recognize, establish and improve standardization in Canada. It provides a comprehensive Canadian standardization capability to meet both national and international requirements and responsibilities.

The Council ensures effective Canadian participation in the work of the International Organization for Standardization (ISO), the International Electrotechnical Commission (IEC) and any other similar international organizations engaged in the formulation of voluntary standards. Both of these international agencies have as their objective the development of standards, with a view to facilitating international exchange of goods and services. ISO work is concerned with standardization in many disciplines, except for the electrotechnology field which is IEC's responsibility.

General Information

The Council operates a Standards Information Service (SIS) which assists users of standards in identifying the existence of standards documents they may require; it also identifies the organizations responsible for publishing them and advises where and how standards documents may be purchased or procured. The service is a co-operative venture of the Standards Council of Canada and the five accredited standards writing organizations of the National Standards System.

The Standards Information Service can be reached by writing to:

Standards Council of Canada
Standards Information Service
350 Sparks Street
Ottawa, Ontario
K1R 7S8
Telephone: (Toll Free) 1-(800) 267-8200

The Council's library/reading room is located at the above address and is open to the public from 08:00 to 17:00 eastern standard time.

Access Procedures

Formal requests under the *Access to Information Act* should be directed to

Access to Information Co-ordinator
Standards Council of Canada
350 Sparks Street
Ottawa, Ontario
K1R 7S8
Telephone: (613) 238-3222

National Standardization Branch

The branch assesses, and recommends for accreditation, organizations engaged in standards writing, testing and certification. It co-ordinates voluntary standardization activities among standards-writing organizations, and maintains liaison with federal and provincial government authorities in the field of standardization. The branch also reviews standards for acceptance as National Standards of Canada, and co-ordinates the implementation of international standards in Canada. The branch co-ordinates Canadian participation on the International Organization for Standardization's policy committees for Conformity Assessment (ISO-CASCO), Organization for Standardization for Consumer Policy (ISO-COPOLCO), and the International Laboratory Accreditation Conference (ILAC).

Manuals

- Criteria and Procedures for Accreditation of Standards-Writing Organizations
- Criteria and Procedures for the Preparation and Approval of National Standards of Canada
- Criteria and Procedures for Accreditation of Certification Organizations
- Criteria and Procedures for Accreditation of Testing Organizations
- Preparation and Submission of Standards for Approval as National Standards
- Conversion of Standards: Expression of Measurement, Identification of SI Standards
- Procedures for Canadian Adoption of International and Foreign Standards
- Procedures for the Recognition of Primary Responsibility for Subject Areas
- Guide on Referencing the Verification of Conformity in Standards
- Supplementary Procedures for Developing Quality Assurance Documents
- Procedures for Liaison with Government Master Construction Specification Organizations
- Guidelines for the Implementation of the Standards Council of Canada Program for Accreditation of Certification Organizations
- Manual of Procedures for Canadian Participation in International Organization for Standardization Conformity Assessment (ISO-CASCO)
- Manual of Procedures for Canadian Participation in International Organization for Standardization for Consumer Policy (ISO-COPOLCO)
- Guideline for the Preparation of Standards Intended for Incorporation by Reference in Codes and Regulations
- Glossary of Common Administrative Terms Used in Standardization Activities
- Guidelines for Preparing an Application for Accreditation: Testing Organizations
- Participation in Standardization — Guide for Consumers

Education and Information Branch

The branch develops, recommends and implements national information programs to communicate to the public at large and the technical, business and industrial communities in particular, information on standards and their application, standardization activities, and the developments taking place within the National Standards System of Canada. The branch operates a national centre for information on standards and standards documents, is the Canadian enquiry point required by the General Agreement on Tariffs and Trade (GATT) and the Agreement on Technical Barriers to Trade, and functions as Canadian member of the International Organization for Standardization Information Network (ISONET). The branch co-ordinates Canadian participation on the ISO Committee on Information (INFCO). It also sponsors programs for the promotion of standards and related information in post-secondary educational institutions as well as training and technical co-operation in developing countries.

International Standardization Branch

The branch is responsible for ensuring the effective Canadian participation in the work of the International Organization for Standardization (ISO), the International Electrotechnical Commission (IEC) and other international standardization organizations, and that this participation meets the national need. It also assists the National Standardization Branch in the harmonization of international standards with Canadian standards, and the implementation of international standards in Canada.

Manuals

- Criteria for Canadian Voting on Draft International Standards
- Harmonization of Canadian National and Canadian International Standards Work and Management of Committees Involved in Harmonization Work
- Responsibilities and Procedures for the Canadian National Committee of the International Electrotechnical Commission
- Responsibilities and Procedures for the Canadian National Committee on the International Organization for Standardization

Administration and Finance Branch

The branch ensures the co-ordination of Council programs within budgetary limitations and verifies that all activities are in keeping with its objectives and procedures as set out in the *Standards Council of Canada Act* and by-laws. It provides administrative services for all Council staff. It also performs the planning, accounting and reporting functions for all of the Council. It is accountable for revenues and appropriations and is responsible for discharging Council's liabilities.

Manuals

- Financial Administration Manual
- Financial Signing Authorities

Classes of Records

SDC/NSB-010
Certification and Testing
Description: Information on council programs for the accreditation of products and services to determine conformity of standards, participation on International Organization for Standardization Conformity Assessment (ISO-CASCO) and International Laboratory Accreditation Conference (ILAC). *Topics:* Accreditation of certification organizations; accreditation of testing organizations; advisory committees.

SDC/NSB-015
Standards Activities
Description: Information on Council standards activities. *Topics:* Advisory committees; accreditation of standards-writing organizations; co-ordination of voluntary organizations in liaison; establishment of subject areas; assessment, acceptance and recommendation of standards as National Standards; liaison — organizations, provincial authorities; reference to standards in regulations; standards in government procurement; procedures for assessing implementation of international standards in Canada; consumer participation in standardization.

SDC/EIB-020
Standards Information
Description: Information on national, regional, foreign and international standards, technical regulations, certification systems and other matters related to standardization. *Note:* The branch develops and maintains computerized data bases containing bibliographic data on Canadian standards, and standards referenced in federal government regulations. The branch publishes a directory of Canadian standards for sale to the public.

SDC/EIB-025
Public Relations
Description: Information on communications with the media, publication of periodicals and information documents, development of audio-visual material and participation in commercial exhibitions and trade fairs. *Topics:* Films; press releases and press monitoring; promotions and advertising; publications and periodicals; responses to information requests.

SDC/ISB-030
International Organization for Standardization
Description: Information on Canadian participation in technical committee work of the International Organization for Standardization to promote the development of international standards, to facilitate international exchange of goods and services, and to develop co-operation in intellectual, scientific, technological and economic activity. *Topics:* Organization; policy; ISO technical committees; memberships; working documents; minutes of committee meetings; voting register of Canadian participation.

SDC/ISB-035
International Electrotechnical Commission
Description: Canadian technical committee participation in the work of the International Electrotechnical Commission (IEC) in developing international co-operation on standardization in electrical, electronics and telecommunications engineering and unification of national electrotechnical standards. *Topics:* Organization; policy; IEC technical committees; memberships; working documents; minutes of committee meetings; voting register of Canadian participation.

SDC/AFB-040
Financial Records
Description: Records on revenues and expenses and other financial data, including suppliers' invoices, sales transactions and contracts regarding acquisition of goods and services.

Deleted Classes of Records

SDC/NSB-005 Metric Conversion of Standards

STATISTICS CANADA

Chapter 93

STATISTICS CANADA

STATISTICS CANADA
(STC)

OFFICE OF THE CHIEF STATISTICIAN AND DEPUTY CHIEF STATISTICIAN
(OCS)

005 Departmental Operations

NATIONAL TASK FORCE ON TOURISM DATA SECRETARIAT
(NTD)

008 National Task Force on Tourism Data

SOCIAL, INSTITUTIONS AND LABOUR STATISTICS FIELD
(SIL)

010 Social, Institutions and Labour Statistics Field Operations

CENSUS OPERATIONS DIVISION
(COP)

015 Census Operations
020 1940 National Registration Records

HOUSING, FAMILY AND SOCIAL STATISTICS DIVISION
(HFS)

025 Housing, Family and Social Statistics
026 Family History Survey
027 General Social Survey

DEMOGRAPHY DIVISION
(DEM)

030 Demography

HOUSEHOLD SURVEYS DIVISION
(HLD)

035 Labour Force Survey
040 Special Surveys
045 Family Expenditures
050 Household Facilities and Equipment
055 Consumer Finance

STATISTICS CANADA

LABOUR AND HOUSEHOLD SURVEYS ANALYSIS DIVISION

(LHS)

- 060 Labour and Household Surveys Analysis

LABOUR DIVISION

(LAB)

- 065 Pensions
- 070 Unemployment Insurance
- 075 Employment and Earnings
- 076 Help-wanted Index
- 077 Work Injuries Statistics
- 078 Labour Income

HEALTH DIVISION

(HLT)

- 080 Institutional Care
- 085 Operation of Health Institutions
- 090 Health Manpower
- 095 Vital Statistics and Disease Registries
- 100 Social Security Program
- 105 Nosology Reference Centre
- 110 Disability Database
- 115 Health Research and Analysis
- 120 Health Statistics Development

CANADIAN CENTRE FOR JUSTICE STATISTICS

(CCJ)

- 125 Corrections
- 130 Criminal Courts
- 135 Homicide
- 140 Uniform Crime Reporting
- 145 Family Courts
- 150 Administration Tribunals
- 155 Juvenile Services
- 160 Legal Aid

EDUCATION, CULTURE AND TOURISM DIVISION

(ECT)

- 165 Elementary and Secondary Education
- 170 Post-secondary Education
- 175 Education Finance
- 180 Projections and Analysis
- 185 Cultural Institutions
- 190 Cultural Industries
- 195 Cultural Activities
- 200 Travel, Tourism and Recreation
- 205 Government Expenditures on Culture

PUBLIC INSTITUTIONS DIVISION

(PUI)

- 210 Local Government
- 215 Provincial Government
- 220 Federal Government

STATISTICS CANADA

NATIONAL ACCOUNTS AND ANALYTICAL SERVICES FIELD (NAC)

225 National Accounts and Analytical Services Field Operations

NATIONAL ACCOUNTS DEVELOPMENT DIVISION (NAD)

230 National Accounts Development

GROSS NATIONAL PRODUCT DIVISION (GNP)

235 Gross National Product

INDUSTRY MEASURES AND ANALYSIS DIVISION (IMA)

240 Industry Measures

INTERNATIONAL AND FINANCIAL ECONOMICS DIVISION (IFE)

245 Financial Flows
250 International Travel
255 Business Microdata Integration and Analysis
260 Balance of Payments

INPUT/OUTPUT DIVISION (INO)

265 Input/Output
270 Detailed Energy Balances

ECONOMETRIC ANALYSIS DIVISION (ECA)

275 Econometric Analysis

POPULATION STUDIES DIVISION (POS)

280 Population Studies

SOCIAL AND ECONOMICS STUDIES DIVISION (SES)

285 Social and Economic Studies

STRUCTURAL ANALYSIS DIVISION (STA)

290 Models
295 Socio-Economic Data

DISTRIBUTIONAL ANALYSIS DIVISION (DIA)

300 Distributional Analysis

STATISTICS CANADA

BUSINESS AND TRADE STATISTICS FIELD (BTS)

305 Business and Trade Statistics Field Operations

INDUSTRY DIVISION (IND)

310 Shipments, Inventories and Orders in Manufacturing Industries
315 Energy
320 Foods, Beverages and Tobacco
325 Leather
330 Textiles and Apparel
335 Plastics, Chemicals and Rubber
340 Miscellaneous Manufacturing Products
345 Machinery and Transportation Equipment
350 Electrical Equipment
355 Wood and Furniture Products
360 Paper Products and Printing
365 Metals
370 Construction Industry
375 Retail Trade
380 Wholesale Trade
385 Logging (Census of Forestry)

INDUSTRIAL ORGANIZATION AND FINANCE DIVISION (IOF)

435 Business Finance and Taxation
440 Corporations and Labour Unions Returns Act (CALURA)

TRANSPORTATION DIVISION (TRA)

390 Rail Transport
395 Air Transport
400 Road Transport
405 Water Transport

INTERNATIONAL TRADE DIVISION (INT)

410 Exports and Imports

PRICES DIVISION (PRI)

415 Retail Prices and Living Costs
420 Industrial Prices

SERVICES DIVISION (SER)

425 Service Trade
430 Communications — Radio, Television, Cablevision, Telecommunications

AGRICULTURE/NATURAL RESOURCES DIVISION (AGR)

445 Census of Agriculture
450 Crops
455 Farm Income and Prices
460 Livestock and Animal Products

SCIENCE, TECHNOLOGY AND CAPITAL STOCK DIVISION (SCT)

465 Science Statistics
470 Capital Stock
475 Capital Expenditures
480 Current Investment Indicators

INFORMATICS AND METHODOLOGY FIELD (INM)

485 Informatics and Methodology Field Operations

INFORMATICS SERVICES AND DEVELOPMENT DIVISION (ISD)

490 Systems and Programs
495 System Documentation
500 Geocartographics

CLIENT SERVICES DIVISION (CLS)

505 EDP Training
510 Technical Evaluation
515 EDP Standards and Procedures

MAIN COMPUTER CENTRE (MCC)

517 Computer Services

GEOGRAPHY DIVISION (GEO)

520 Geography

BUSINESS REGISTER DIVISION (BUS)

525 Business Profiles
530 Taxation Data

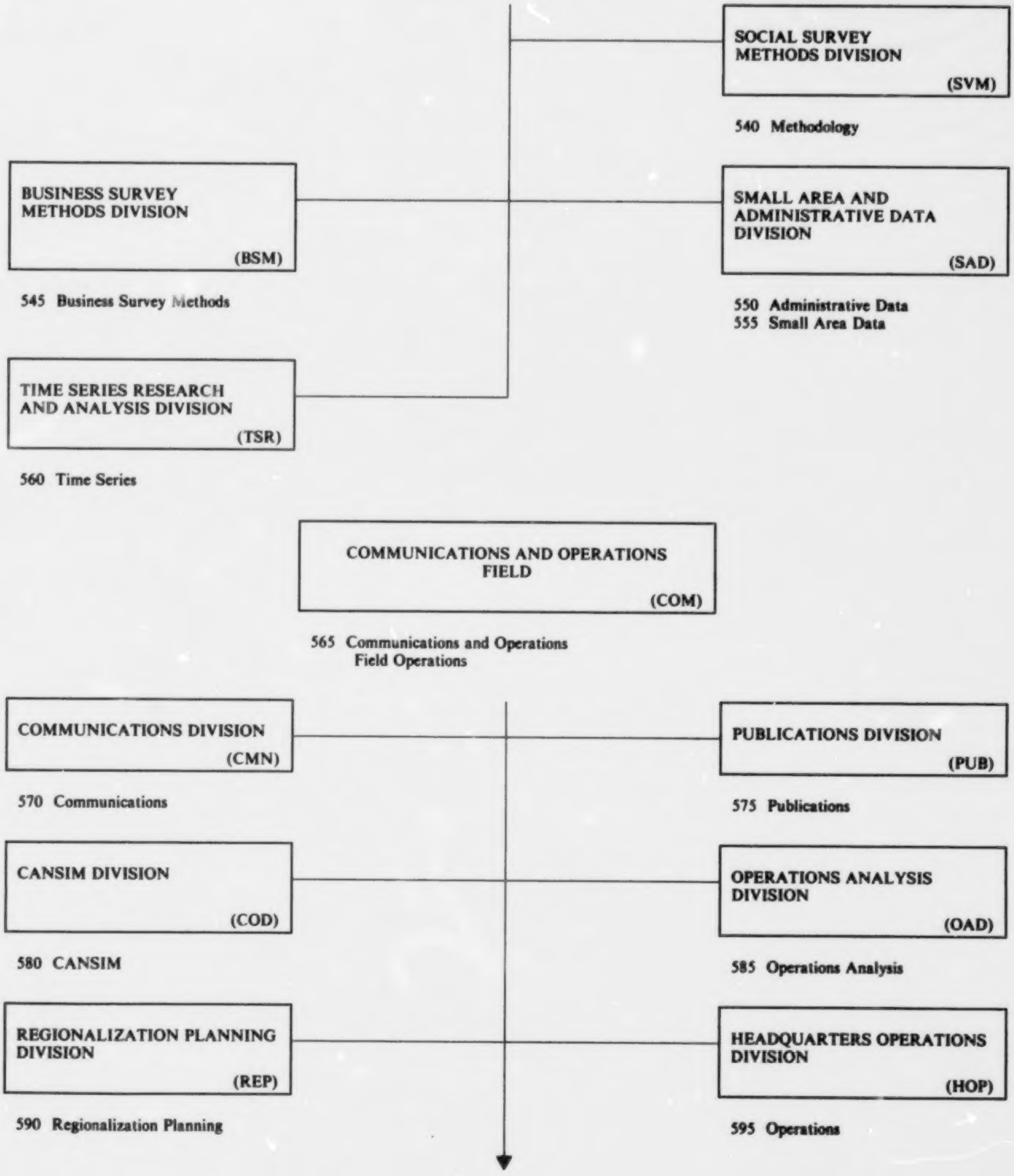
STANDARDS DIVISION (STD)

535 Standards

FEDERAL INFORMATION COLLECTION GROUP (FCG)

537 Information Collection Review Files
538 Common Services Requests
539 BIN Inventory Data Base

STATISTICS CANADA



SOCIAL SURVEY METHODS DIVISION (SVM)

540 Methodology

BUSINESS SURVEY METHODS DIVISION (BSM)

545 Business Survey Methods

SMALL AREA AND ADMINISTRATIVE DATA DIVISION (SAD)

550 Administrative Data
555 Small Area Data

TIME SERIES RESEARCH AND ANALYSIS DIVISION (TSR)

560 Time Series

COMMUNICATIONS AND OPERATIONS FIELD (COM)

565 Communications and Operations
Field Operations

COMMUNICATIONS DIVISION (CMN)

570 Communications

PUBLICATIONS DIVISION (PUB)

575 Publications

CANSIM DIVISION (COD)

580 CANSIM

OPERATIONS ANALYSIS DIVISION (OAD)

585 Operations Analysis

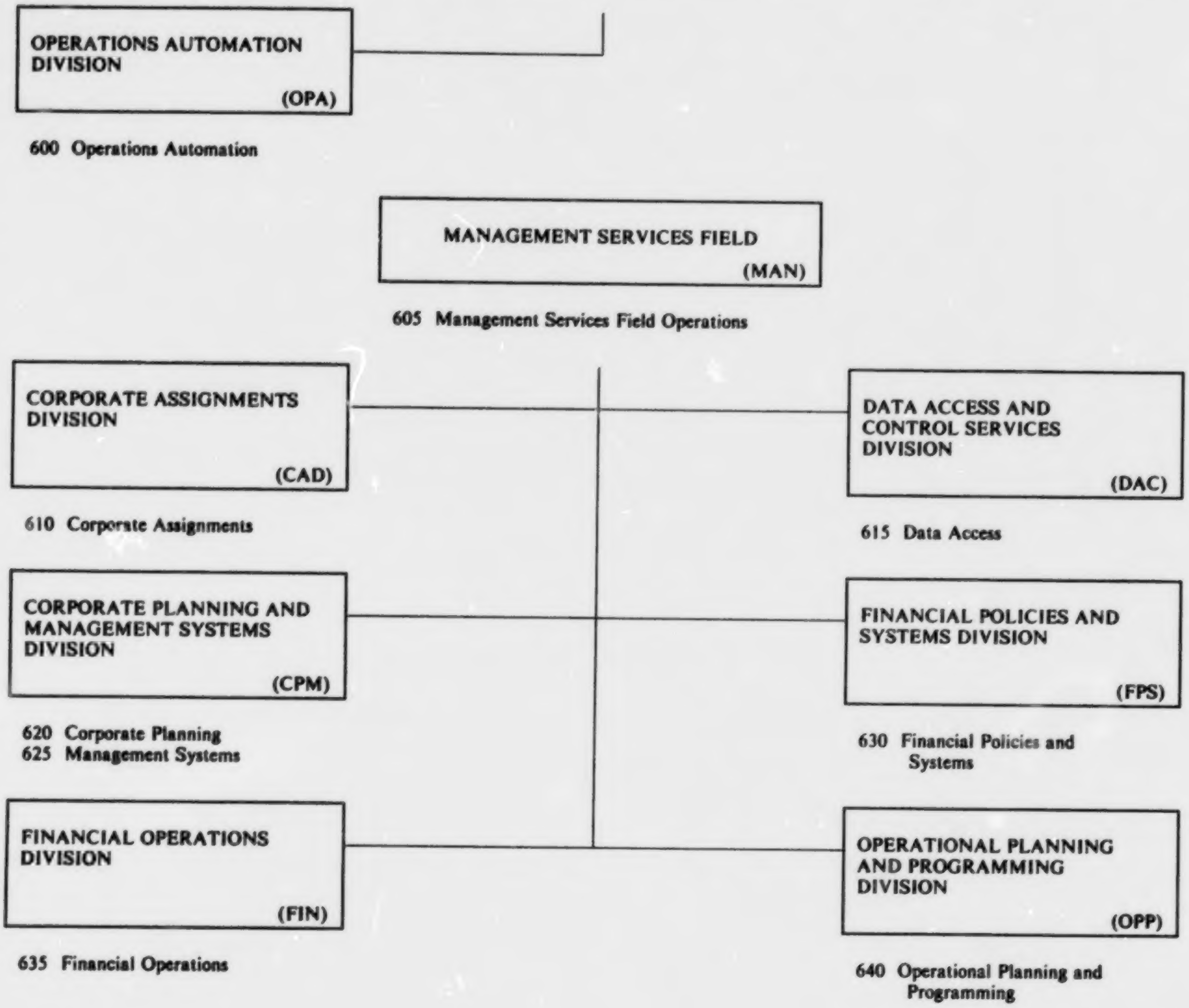
REGIONALIZATION PLANNING DIVISION (REP)

590 Regionalization Planning

HEADQUARTERS OPERATIONS DIVISION (HOP)

595 Operations

STATISTICS CANADA



OPERATIONS AUTOMATION DIVISION (OPA)

600 Operations Automation

MANAGEMENT SERVICES FIELD (MAN)

605 Management Services Field Operations

CORPORATE ASSIGNMENTS DIVISION (CAD)

610 Corporate Assignments

DATA ACCESS AND CONTROL SERVICES DIVISION (DAC)

615 Data Access

CORPORATE PLANNING AND MANAGEMENT SYSTEMS DIVISION (CPM)

620 Corporate Planning
625 Management Systems

FINANCIAL POLICIES AND SYSTEMS DIVISION (FPS)

630 Financial Policies and Systems

FINANCIAL OPERATIONS DIVISION (FIN)

635 Financial Operations

OPERATIONAL PLANNING AND PROGRAMMING DIVISION (OPP)

640 Operational Planning and Programming

OFFICE OF THE CO-ORDINATOR
ACCESS TO INFORMATION
AND PRIVACY
STATISTICS CANADA
OTTAWA, ONTARIO
K1A 0T6

STATISTICS CANADA

Background

At the time of Confederation, the *British North America Act* made the census and statistics a responsibility of the Government of Canada. For many years, the development of statistical programs was conducted mainly under the auspices of various departments of the federal government. The first decennial censuses after Confederation were conducted through ad hoc arrangements under successive census commissioners. The Statistics Branch of the Department of Agriculture was given the responsibility for carrying out the 1911 Census.

In 1918, Parliament passed legislation establishing the Dominion Bureau of Statistics (DBS). This legislation envisaged a central statistical system, and in the following years various statistical activities previously carried on in agriculture and several other government departments were brought together under the new DBS. In 1971, Parliament passed further legislation concerning the *Statistics Act*, which, among other things, changed the agency's name to Statistics Canada.

Today, Statistics Canada is a separate agency of the government reporting through the Minister of Supply and Services. It is the core of Canada's national statistical system, one of the largest centralized statistical systems in the western world.

Overall Responsibilities

The mandate of Statistics Canada, as defined by Section 3 of the *Statistics Act*, 1971, is

(a) to collect, compile, analyze, abstract and publish statistical information relating to the commercial, industrial, financial, social, economic and general activities and condition of the people;

(b) to collaborate with departments of government in the collection, compilation and publication of statistical information, including statistics derived from the activities of those departments;

(c) to take the census of population of Canada and the census of agriculture of Canada as provided in this Act;

(d) to promote the avoidance of duplication in the information collected by departments of government; and

(e) generally, to promote and develop integrated social and economic statistics pertaining to the whole of Canada and to each of the provinces thereof, and to co-ordinate plans for the integration of such statistics.

The program objectives of Statistics Canada are: to collect and publish in impersonal formats statistical information on the characteristics and behaviour of Canadian households, businesses, institutions and governments for research, policy development, program administration, decision-making and general informational purposes; to collaborate with other participants in the broader national statistical system in extending the system's scope, usefulness and use, and to provide leadership, professional expertise and co-ordination in such efforts.

Organization

The basic unit of organization at Statistics Canada is the division. The first type, referred to as a subject matter division, is responsible for managing a statistical program. The second is the service or operational division, which provides a common central service for either internal users or the public. Divisions with related or shared responsibilities are organized into branches. Branches are grouped into fields reporting to Assistant Chief Statisticians, who in turn report to the Deputy Chief Statistician and the Chief Statistician.

The Department is divided into six fields, three of which are major production sectors: Social, Institutions and Labour Statistics, Business and Trade Statistics, and National Accounts and Analytical Services. These sectors are supported by the Informatics and Methodology Field, the Communications and Operations Field, and the Management Services Field.

General Information

Sources of Information

In keeping with its mandate and objective, Statistics Canada undertakes to collect information describing the "commercial, industrial, financial, social, economic and general activities and condition of the people." This body of information is known as the national data base. Surveys are conducted in households, businesses and industries, social institutions and governments at all levels to acquire this information. In addition, by statutory requirement, Statistics Canada conducts censuses of population and agriculture at prescribed intervals. The surveys are conducted in a variety of ways: by questionnaire mailed out to the respondent, by interview (in person or by telephone), and by accessing the administrative files of social institutions and government departments. They are done on either a sample or a census basis.

The basic statistics thus obtained are published in their own right, and many of these also provide inputs to the set of secondary, or derived, statistics known as the System of National Accounts. Moreover, the application of identical or reconcilable concepts, definitions and classifications gives basic statistics mutual consistency. Disparate sets of statistics can then be brought together for meaningful analysis.

Dissemination of Information

Statistics Canada has devoted considerable effort towards promoting the dissemination and understanding of the information it produces. In fact, a large volume of information, including special tabulations, is released in response to enquiries from users, be they federal, provincial or municipal organizations, private associations and institutions, or the general public. Statistics Canada has developed various products and services to facilitate access to and understanding of its information. This information goes far beyond statistical outputs and includes methodology, processes, definitions, classification criteria and assessments of the quality of the data.

Products

The objective of publishing statistical information has traditionally been met by an extensive range of conventional print publications. However, in recent years more sophisticated media of distribution such as computer tapes, access to data banks and microform have been introduced.

Statistics Canada publishes aggregates and summary tables of almost all the data that it collects. These data are obtained from all commercial, industrial, financial and government organizations in Canada, as well as from individuals. They cover all aspects of the operations of commercial, private and government organizations. They also provide a comprehensive social and economic picture of each segment of Canada's population. It is to be noted, however, that the published data represent only a fraction of all the possible output that could be produced from the data collected. Special tabulations are often prepared to meet specialized requirements of users.

The Statistics Canada Catalogue lists those publications that contain statistical data, related reference material, special studies based on statistical data, or descriptions of Statistics Canada services and operations. One publication (Listing of Supplementary Documents, catalogue number 11-207) lists non-catalogued material of particular interest to technically specialized clienteles. Catalogued publications may be purchased from the Publications Sales and Services Section of Statistics Canada. Copies of supplementary documents may be ordered from the library.

Many publications may be ordered directly from Statistics Canada in microfiche form. All publications ever issued by Statistics Canada are available on microfiche from Micromedia Ltd.

CANSIM is Statistics Canada's publicly accessible machine-readable data base and retrieval system. The CANSIM main base contains over 300,000 time series from Statistics Canada data, the Bank of Canada Review, the Québec Statistical Review, and selected U.S. Statistics.

The CANSIM cross-classified module contains census data as well as data on social facts in the areas of health, education, justice etc. Both the main base and the cross-classified module may be accessed from Industrial Life Technical Services. Other service bureaus offer access to subsets of the CANSIM main base. For further information, contact the CANSIM Operations Division at Statistics Canada.

Several areas of Statistics Canada make data available on magnetic tapes. For more information, consult the User Advisory Services Division.

The Statistics Canada Daily, which announces the official release of all the Department's statistical information, is produced each working day and goes to the national press and broadcast media as well as interested individual subscribers. Infomat, a weekly summary of information published by the Department, is distributed the same way.

Services

Statistics Canada provides a number of services to help users locate and interpret the data necessary to satisfy their requirements.

Foremost among the services provided are the Enquiries, Professional Consultation and Educational services available in local reference centres. Staff in these offices are equipped to assist with most questions likely to arise concerning the supply and application of data to user problems. In addition, expert advice concerning source surveys and more complex applications of data can be obtained from subject matter specialists in the agency. Should users need to communicate directly with these specialists, addresses and telephone numbers can be supplied from any local reference centre. (Reference centre addresses are provided further on in the text.)

Statistics Canada has a Central Enquiries unit in Ottawa and User Services staff in eight cities across the country. Toll-free telephone lines to these centres are available. The services offered there are as follows:

Enquiry Service: answers requests for statistical data by telephone, letter and from visitors; provides a collection of all recent Statistics Canada publications, as well as certain historical ones, for public reference; provides tabulations of certain unpublished data and other selected government statistical publications for public reference; and provides visitors with study areas.

Professional Consultation Service: assists both experienced and inexperienced users with data problems; advises on arranging direct access to CANSIM, Statistics Canada's machine-readable data base system; and provides feedback to Statistics Canada on the statistical needs and problems of users.

Data Distribution and Promotion Services: takes orders for all Statistics Canada publications and related material, such as census maps and microfiche; retrieves data directly from CANSIM; provides public copying facilities for printed materials and microfiche; and arranges displays to promote the use of statistical data.

Education Service: provides booklets on finding and using statistics and distributes copies of the Statistics Canada Catalogue of Publications; holds workshops and seminars for users on subjects of special interest, on request; visits educational institutions to speak on statistical subjects, on request; and arranges local training courses on statistical subjects, such as basic questionnaire design and sampling techniques.

Statistics Canada Library

The library provides reference materials and library services to support the research and administrative activities of the agency's staff. It also makes the resources and services available to other government departments and the general public.

The library's main holdings are within the field of socioeconomics and supporting related disciplines. A collection of approximately 100,000 volumes and more than 3,000 regularly received periodicals is maintained.

The library houses a collection of Statistics Canada publications and their predecessors orginating from 1841, Canadian and foreign government documents and extensive supporting monographs associated with the socioeconomic field together with the required bibliographies, indexes and other reference tools.

The library offers accommodation for reading and reference work in the public reading room area on the second floor of the R.H. Coats Building in Ottawa. Carrels are provided for the patron's use, and private studies for individual research may be reserved.

Census Pension Searches

The objective of the program is to provide proof of age, place of residence, family relationships or length of residence in Canada from historic census records and 1940 National Registration records. The service is normally provided in support of applications for pensions, citizenship, passports and similar situations where other more preferred administrative records are required but no longer exist or were never issued.

Communications Division

The Communications Division is responsible for general communications with federal, provincial and municipal governments and agencies; with Parliament, business, labour, academics, institutions, media and the general public.

Its publications, such as the *Canada Year Book*, the *Statistics Canada Daily*, and the *Canada Handbook* provide a summary of all major components of the Canadian economy and society.

Through its information services, communications makes accessible various types of demographic, socio-economic, scientific and financial data. News releases and articles written by communications staff give the media information on recent social and economic developments.

Statistics Canada Records

A primary role of Statistics Canada is to disseminate all its statistical information as a service to users. In fact, the agency is one of the country's major publishers of information. The information it produces covers a broad spectrum of human and social activities and is acquired through very complex technical processes and the effort of hundreds of people.

Statistics Canada holds records, therefore, not only on hundreds of topics, but also on all the phases of the production of statistics. These range from the research and planning stages to the methods and procedures for the collection and compilation of data. Records also relate to consultation with users, analysis of statistics, production of abstracts and compendia, provisions of services and dissemination of information outputs. The public may request access to any of the above records as well as to documents relating to administrative, financial and operating data.

In order to identify and categorize information gathered by surveys, various classification structures are used. Most of these classifications are peculiar to a particular survey or group of surveys. However, four classification structures (commodities, industries, occupations and geographical areas) are widely used both within Statistics Canada and by other organizations. These classifications are available from the Publications Sales and Services Section.

To simplify the process of locating information, the Access Register identifies the subject topics handled by each area. Once a subject has been identified and located in the register, all statistical and peripheral information related to that subject can be obtained by specifying the type of information required (for example: sample size for the price index; sources of statistics on sales of alcoholic beverages; probability of error associated with the Labour Force Survey sample). All records held by Statistics Canada can be accessed in this manner.

It should be noted that the subjects are of necessity broad in scope and only represent a summary of the file content. The description of the function of the division provides additional indications of the type of records likely to be found there. Whenever required, User Services will provide additional assistance to locate information at a much more detailed level.

The guarantee of confidentiality embodied in the *Statistics Act* is seen by Statistics Canada as an essential element to the effective performance of its role, and the *Access to Information Act* and the *Privacy Act* tend to support this principle. Statistics Canada cannot accept any request for information that contravenes the confidentiality of the Act, unless explicit legislative provision is made for an exception.

Data collected by Statistics Canada are usually transcribed into machine-readable forms. Supplementary material such as correspondence, manuals, instructions, memoranda and notes are usually stored only in hardcopy (paper) form. However, frequently updated material, such as some manuals, may be stored in machine-readable form to be handled by word-processing equipment. In addition, certain material may exist on microform (microfilm or microfiche). Unless otherwise stated in the access notes found under the description of classes of records, statistical data are stored in machine-readable form and all other material is stored as hardcopy and filed by subject. Within a particular subject, material may be further classified by census year, geographical area, by company or institution name.

Dates shown after certain subject topics (reference years) are the last dates for which that information is available.

The accuracy and reliability of statistical data depend to a large extent on the process by which they are obtained. The process is complex and varies with different types of statistics. Therefore, a methodology has to be established for each survey and for each statistics production activity. As a result, several instruction manuals are developed to cover all phases of data acquisition, production and publication. These manuals can be accessed by identifying the subject. Other manuals used by the agency are listed with the appropriate class of records.

Key Contacts

Central Enquiries
User Advisory Services Division
Statistics Canada
Ottawa, Ontario
K1A 0T6
Telephone: (613) 990-8116

Publications Sales and Services
Publications Division
Statistics Canada
Ottawa, Ontario
K1A 0T6
Telephone: (613) 993-5078

CANSIM Operations Division
Statistics Canada
Ottawa, Ontario
K1A 0T6
Telephone: (613) 990-8203/8200

Statistics Canada Library
Ottawa, Ontario
K1A 0T6
Telephone: (613) 990-8219/8220

Census Operations Division
Census Pension Searches Unit
Statistics Canada
Ottawa, Ontario
K1A 0T6
Telephone: (613) 990-9483

Micromedia Ltd.
158 Pearl Street
Toronto, Ontario
M5H 1L3
Telephone: (416) 593-5211

Industrial Life Technical Services Inc.
99 Bank Street
Ottawa, Ontario
K1P 6G8
Telephone: (613) 238-7886

Reference Centres

Newfoundland and Labrador

Statistics Canada
Advisory Services
Viking Building
3rd Floor
Crosbie Road
St. John's, Newfoundland
A1B 3P2
Telephone: (709) 772-4073

Maritimes

Statistics Canada
Advisory Services
1256 Barrington Street, 3rd Floor
Halifax, Nova Scotia
B3J 1Y6
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Québec

Statistics Canada
Advisory Services
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200 Dorchester Blvd West
Montréal, Québec
H2Z 1X4
Telephone: (514) 283-5725

Ottawa

Statistics Canada
Advisory Services
Lobby, R.H. Coats Building
Ottawa, Ontario
K1A 0T6
Telephone: (613) 990-8116

Southern and Western Ontario

Statistics Canada
Advisory Services
25 St. Clair Avenue East
10th Floor
Toronto, Ontario
M4T 1M4
Telephone: (416) 966-6586

Eastern and Northern Ontario

Statistics Canada
Advisory Services
Civic Administration Centre
225 Holditch Street
Sturgeon Falls, Ontario
P0H 2G0
Telephone: (705) 753-4888

Manitoba

Statistics Canada
Advisory Services
General Post Office
Room 602
266 Graham Avenue
Winnipeg, Manitoba
R3C 0K4
Telephone: (204) 949-4020

Saskatchewan

Statistics Canada
Advisory Services
530 Midtown Centre
Regina, Saskatchewan
S4P 2B6
Telephone: (306) 359-5405

Alberta

Statistics Canada
Advisory Services
11010-101st Street
Suite 215
Edmonton, Alberta
T5H 4C5
Telephone: (403) 420-3027

British Columbia and Yukon

Statistics Canada
Advisory Services
St. Clair Centre
757 West Hastings Street
Vancouver, British Columbia
V6C 3C9
Telephone: (604) 666-3691

Toll-free Numbers

Toll-free telephone access is provided in all provinces and territories for users who reside outside the local dialing area of any of the reference centres:

- Newfoundland and Labrador — Zenith 07037
- Nova Scotia, New Brunswick and Prince Edward Island — 1-800-565-7192
- Québec — 1-800-361-2831
- Ontario — 1-800-268-1151
- Manitoba — 1-800-282-8006
- Saskatchewan — 1(112)-800-667-3524
- Alberta — 1-800-222-6400
- British Columbia (South and Central) — 112-800-663-1551
- Yukon and Northern British Columbia — Zenith 08913
- Northwest Territories — Zenith 22015

Access Procedures

It is a basic element of Statistics Canada's mandate to provide information to any interested party on the wide range of subjects that it surveys and analyzes, and the agency currently responds to thousands of enquiries a year through the established services described above. In addition, in order to meet the requirements of the *Access to Information Act*, Statistics Canada has appointed a co-ordinator of access to information. The principal duty of this officer is to ensure that those people whose requirements for information are not met by existing services will be able to exercise their legal rights to information held by the agency.

Please address formal requests to

Office of the Co-ordinator
Access to Information and Privacy
Statistics Canada
Ottawa, Ontario
K1A 0T6
Telephone: (613) 990-9759

Office of the Chief Statistician of Canada

The Chief Statistician is a deputy of the Minister responsible for Statistics Canada. He advises on matters pertaining to statistical programs of the departments and agencies of the Government of Canada, and confers with such departments and agencies to that end. He supervises generally the administration of the *Statistics Act* and controls the operations and staff of Statistics Canada.

The Deputy Chief Statistician assists the Chief Statistician in all aspects of the management and planning of Statistics Canada.

Departmental Secretariat

The Departmental Secretariat serves as the principal focal point for liaison with the Minister responsible for Statistics Canada, other ministers, and members of Parliament generally. In support of the Minister, the Departmental Secretariat processes correspondence, deals with parliamentary returns, responds to oral and written questions and prepares briefing material on issues relating to Statistics Canada's program and policies.

Its other functions include staff support to the Chief Statistician, the Deputy Chief Statistician, and the Policy Committee, as well as liaison with various management committees. The Departmental Secretariat is also responsible for review and control of official government documentation.

National Task Force on Tourism Data Secretariat

The Secretariat provides administrative and research support to the National Task Force on Tourism Data. It serves as a focal point within Statistics Canada for participation on task force activities. The task force is a joint federal, provincial and private sector venture established by the federal and provincial governments.

SOCIAL, INSTITUTIONS AND LABOUR STATISTICS FIELD

The Social, Institutions and Labour Statistics Field conducts a wide range of statistical programs dealing with virtually all aspects of the social, institutional and labour market characteristics and activities of Canadians.

The field is headed by an Assistant Chief Statistician with responsibility for census and demographic statistics, institutions and social statistics, and labour and household surveys.

Census and Demographic Statistics Branch

This branch conducts a program of censuses and surveys and related activities designed to provide comprehensive social and demographic statistics on the Canadian population.

Census Operations Division

The Census of Population is a national inventory of Canada's key socioeconomic phenomena. It is the only means by which many socioeconomic statistics are reliably produced for small areas. Its coverage extends to every person in the country. The questions asked are selected on the basis of comprehensive and carefully organized consultation with representatives of virtually every recognizable user community. Census estimates are the most widely used body of data produced by Statistics Canada. They also serve as benchmarks for the weighting of other household statistics.

The Census Operations Division is responsible for the planning, development and implementation of all production-related operations of the periodic decennial and quinquennial census of population. Activities of the division range from the development, testing and production of the census questionnaire package to the final retrieval and dissemination of tabulated results. Included in the process is the hiring, training and supervision of some 38 000 enumerators, the pre-computer manual processing of some nine million questionnaires, the resulting data entry and the highly sophisticated computerized edit and imputation of data. Supporting these collection and processing operations is an equally important public communications team responsible for publicizing census activities from the time of data collection to marketing of the final output. Products, which consist of cross-tabulated data and reference works, are available in pre-planned publications, user summary tapes, public use sample tapes, microform and special tabulations. The data are derived from the census micro data base, which occupies three disk packs, each containing some 630 million bytes of information. As an aid to users of census data, various reference documents and manuals are also produced that describe contents and limitations of the data base variables. Further assistance is provided through regional reference centres and the Central Enquiries Unit of Statistics Canada.

Manuals

- General and Geographic Reference Products
- Data Publications

Housing, Family and Social Statistics Division

This division is responsible for the housing, family and social variables produced by the census, the General Social Survey, and conducting research and analysis of census data and other survey and administrative data. It publishes reports on the socio-economic characteristics of the population and subsets of the population.

Demography Division

The division is responsible for the following four areas: (i) population estimates; (ii) population, household and family projections; (iii) census and survey-related activities; and (iv) developmental and analytical research. These are covered under four sections. The Population Estimates Section prepares quarterly and annual estimates of population for Canada, the provinces and other smaller areas of the country. The estimates are used by federal and provincial government departments and agencies, researchers and business people for a wide variety of purposes, including the administration of the *Fiscal Arrangements and Established Programs Financing Act*, 1977, and the *Canada Student Loans Act*, 1964-65. The Population Projections Section develops periodic projections of population, households and families for Canada and the provinces. It also prepares special customized projections and simulations according to user requirements. The projections provide the basic data for many types of statistical calculations relevant to social and economic planning and serve a wide clientele of federal departments, provincial governments, businesses, academic institutions and the general public. The Demographic Characteristics Section develops the demographic content of censuses and surveys (age, sex, marital status, nuptiality, fertility, place of work and mobility) and participates in the various phases of the census operation from the planning stage to the final release of the data. The Research and Analysis Section carries out demographic research on a variety of topics (fertility, nuptiality, mortality, migration growth) and prepares the annual report on the demographic situation in Canada. The divisional research work covers developmental and methodological research in the areas of population estimates and projections.

Labour and Household Surveys Branch

This branch conducts statistical programs of household surveys such as the Labour Force Survey, the surveys of income and expenditure, and establishment-based surveys of employment.

Household Surveys Division

This division is responsible for a number of household surveys including the monthly Labour Force Survey which is the largest continuing survey program carried out by Statistics Canada. This survey is conducted by personal and telephone interviews in some 53 000 households across Canada. The division also provides information on family expenditure data, household facilities and equipment and incomes of Canadian families and individuals.

It is also responsible for the special surveys program, which provides a capacity to develop and carry out occasional or ad hoc household surveys. Some of the surveys are conducted as supplements to the monthly Labour Force Survey, while others are carried out quite independently on separate sample frames and using totally different survey methodolgy.

Manuals

- Z-034E Surveys Supplementary to the Labour Force Survey (January 1966 to December 1975) — Description of the surveys conducted from 1966 to 1975, and a listing of the publications based on the data of each survey
- Z-035B Supplementary Surveys to the Labour Force Survey (January 1976 to December 1977) — Description of the surveys conducted from 1976 to 1977, and a listing of the publications based on the data of each survey
- Z-036B The program of the Special Surveys Group — Overview of the operations of the Special Surveys Group and a description of the surveys conducted from 1978 to 1983

Labour and Household Surveys Analysis Division

The division provides resources for the content, analysis and evaluation of income and labour market related data, including data on labour force status, occupation, industry, individual and family income and expenditure. It responds to special requests where expert subject matter knowledge is required. It develops conceptual frameworks and operational definitions for measures of individual and family income and for labour supply data. It also develops complex derivations from micro data and specifies all labour and income related output variables and tables. It determines the content of the Labour Force Survey, the Survey of Consumer Finances and Household Facilities and Equipment Survey questionnaires and recommends the labour and income questions to be used in the Census of Population. It provides specifications for coding, edit and imputation, and other micro-data manipulation logic.

Labour Division

This division is responsible for producing a wide range of labour data from surveys and administrative records. Prior to April of 1983, a monthly employment survey (ES-1) was conducted on a census basis for "large firms". The survey covered all businesses employing 20 or more persons at any time during the year in the commercial sector, with the exception of agriculture, fishing and trapping.

A monthly employment survey (ES-2) was also conducted on a sample basis. This survey had the same industrial coverage of the commercial sector as the ES-1, but for firms employing fewer than 20 persons. In addition, monthly surveys were conducted to obtain employment data for education and health services.

As of April, 1983, all of the above surveys were replaced by the Survey of Employment, Payroll and Hours (SEPH). It is conducted on a mixture of a census and sample basis, and includes firms, institutions, and organizations of all sizes. All industries are covered by the survey, with the exception of agriculture, fishing and trapping, private household services, religious organizations and military services.

In addition, information is produced on pension plans, the operation of the *Unemployment Insurance Act*, Help-Wanted Index, Work Injuries and Labour Income.

Institutions and Social Statistics Branch

This branch is responsible for the collection, production analysis and dissemination of socioeconomic statistics of justice, health, education, culture and tourism, and public institutions which are required for purposes of decision-making, understanding and research in both the public and private sectors.

Health Division

The division is responsible for the production of statistics on the health of the Canadian people, the occurrence of illnesses, the distribution and cost of health care and treatment in Canadian hospitals and special care facilities, vital statistics (births, deaths, marriages and divorces) and statistical information on the Canadian Social Security System. This information originates in large part from provincial administrative files. A large data base measuring the health status of the population exists for the period 1978 to 1979.

Canadian Centre for Justice Statistics

The Canadian Centre for Justice Statistics, established in 1981 to replace the Justice Statistics Division, operates as a Statistics Canada satellite. Its purpose is to produce statistics and information on the incidence of crime and on the administration of justice in Canada. The centre works in partnership with the numerous provincial and federal departments and agencies responsible for the administration of justice that supply data to produce statistics comparable among the provinces and for Canada as a whole. The program also includes a component designed to help provincial agencies to develop systems that can provide necessary data to the Centre for national statistics programs.

The centre is assisted in its task by a number of formal committees addressing policy-oriented as well as technical issues. They are the Justice Information Council, which is a senior federal-provincial standing committee composed of all deputy ministers responsible for Justice from across Canada, together with the Chief Statistician; the Liaison Officers Committee, a continuing committee composed of representatives of all the Justice Information Council members, and program advisory committees which provide expert advice on each specific sector program within the Centre.

Education, Culture and Tourism Division

This division is responsible for three separate programs and an analytic unit. The Education Statistics Program collects and disseminates statistics on students, teaching staff, and finances of all educational institutions; culture; and travel, tourism and recreation.

The Culture Statistics Program, initiated following a Cabinet decision in 1972, collects and disseminates statistics on performing and visual arts and heritage activities and institutions as well as information on the cultural industries.

The Travel and Tourism Program carries out surveys on behalf of such sponsors as Tourism Canada, provincial counterparts and the Department of Transport.

The Projections and Analysis Section undertakes analytic studies in the subject matter areas of the division and conducts data quality analysis studies.

Public Institutions Division

This division collects information on and conducts annual and quarterly analyses of financial transactions and employment of federal, provincial and local governments and their boards, commissions and agencies.

NATIONAL ACCOUNTS AND ANALYTICAL SERVICES FIELD

This field is responsible for providing a set of macroeconomic series within the five complex frameworks of the Canadian System of National Accounts. It provides a broad band of research and analysis intended to animate society's perception of social and economic behaviour and undertakes research and development of statistical techniques.

The field is headed by an Assistant Chief Statistician with responsibility for the system of national accounts and analytical studies.

National Accounts Development Division

This office is responsible for the conceptual integration of economic and social statistics. It is responsible for research on the basic restructuring and extension of the Canadian System of National Accounts and dovetailing this work with the fundamental re-examination of the accounts which is taking place at the international level.

System of National Accounts Branch

The System of National Accounts provides a conceptually integrated framework of statistics and analysis for studying the state and behaviour of the Canadian economy. The accounts are centered around the measurement of activities associated with production of goods and services, and the sales of goods and services in final markets.

Gross National Product Division

This division provides quarterly and annual estimates of the national and provincial output of goods and services by expenditure category and also by type of income generated in the production process. It also provides a picture of the key economic processes of production, income generation, sales to major markets, consumption, and capital formation.

Manuals

- System of National Accounts, Catalogue No. 13-549E

Industry Measures and Analysis Division

This division produces monthly and quarterly measures of the constant price value of Gross Domestic Product for individual industries, (approximately 150, based on the Standard Industrial Classification) the total economy and a number of special industry aggregates and annual measures of the current and constant price value of Gross Domestic Product by province for selected industries.

International and Financial Economics Division

This division prepares statements of financial flows and balance sheet estimates for the Canadian economy, measuring the financial wealth of the country and the channels through which lending and borrowing take place. It provides a focal point for business microdata integration and analysis, and prepares statistics on international travel. It provides information on current and capital account transactions between Canada and other countries, including movements in Canada's official monetary reserves, and also provides information on Canada's international investment position. Its output depends on comprehensive survey and non-survey programs and data analysis covering merchandise trade with non-residents, imports and exports of services, unilateral transfers and long- and short-term capital flow between residents of Canada and non-residents.

Input-Output Division

This division develops annual input-output tables to provide fully integrated final revisions (benchmarks) to the production accounts within the Canadian System of National Accounts; occasional interprovincial trade flows and input-output data for each province; structural economic models of the Canadian economy; labour productivity measures in the commercial industry and subsidiary industries. It is also responsible for the provision of analytical and consultative services based on the stock of models operated by the division.

Analytical Studies Branch

This branch is responsible for the integration, analysis and interpretation of data collected both within the agency and elsewhere to describe, draw inferences and make deductions about the nature of Canadian society, as well as for the development of new and improved techniques for the statistical analysis and interpretation of socioeconomic data sets.

Econometric Analysis Division

The staff of this unit provides a central organizing framework for monitoring the current performance of the economy.

Population Studies Division

This division provides social-scientific analyses of data relating to trends and patterns of important variables involving key population groups in Canadian communities: assistance to Statistics Canada data users and sub-organizations in the development and application of statistical concepts related to aspects of population, in the appraisal of the quality and relevance of alternative Statistics Canada data or related studies for specified analysis purposes involving the field of population, and in the design of methods and techniques for such analyses; development and publication of data catalogues concerning analysis-relevant statistics relating to population groups (e.g. development of the Canadian Gerontological Data Catalogue).

Social and Economic Studies Division

The role of this division is to conduct appropriate analysis as well as to stimulate, support and integrate analytic work throughout Statistics Canada. It is also responsible for facilitating the utilization of social and economic data files.

Structural Analysis Division

This division is responsible for the development of structural economic models of the Canadian economy and for the provision of analytical and consultative services based upon the stock of models operated by the division.

Manuals

- Structural Analysis Division Document Index — lists documents, working papers and users' manuals available from the division

Distributional Analysis Division

The division performs research into the distribution of income and wealth in Canada.

BUSINESS AND TRADE STATISTICS FIELD

This field produces a wide range of monthly, quarterly and annual statistics on manufacturing, primary industries, transportation, communications, computing, construction, agriculture, merchandising services, external trade, prices, business finance, science and technology, small business, public finance, *Corporations and Labour Unions Returns Act* (CALURA), regional industrial structure and related areas.

The field is headed by an Assistant Chief Statistician with responsibility for the Industry, Trade and Prices Statistics and Resources, Technology and Services Statistics branches.

Industry, Trade and Prices Statistics Branch

This branch is responsible for planning, directing, co-ordinating and controlling the activities of subject-matter divisions to ensure the provision of statistical information and advice to governments, private organizations and institutions.

Industry Division

This division conducts an annual Census of Manufacturers and Census of Forestry and current surveys, some monthly, some quarterly, of the mining, energy, resource and manufacturing sectors to produce a range of cost structure information, material input and commodity output and employment data. It also produces annual measures of construction industry activity including cost, input and output data by type of trade. Data are also collected on the retail and wholesale trade covering the type of business, location, and physical, operating and financial characteristics.

Transportation Division

This division collects, publishes and makes available statistics on air, rail, road and water transportation industries and on related traffic and infrastructures. Some of these statistics are collected by agreement with federal regulatory and administrative bodies including Transport Canada, the Canadian Transport Commission, and Revenue Canada (Customs and Excise), and with certain provincial departments and agencies. Statistics Canada collects returns required by these agencies under the relevant legislations as well as under the *Statistics Act*.

In air, road and water transport, certain complementary programs are conducted under contract to Transport Canada to enhance statistics in priority areas.

International Trade Division

This division is responsible for the compilation, analysis and dissemination of Canada's merchandise export and import statistics and related price and volume indices. The ongoing part of this program involves production of regular reports and special tabulations that provide data by commodity, by country, by province of customs clearance for imports and province of origin (lading) for exports, by mode of transportation and by region of lading for exports, and by tariff item for imports.

Statistics Canada works in close co-operation with Revenue Canada (Customs and Excise) in order to capture data from Canada Customs import and export entry forms. The division also carries on a program of reconciliation of international trade figures on an annual basis with the United States, and it exchanges information on relevant aspects of trade statistics with other countries.

Manuals

- Standard International Trade Classification
- Customs Cooperation Council Nomenclature
- Canadian International Trade Classification
- Export Commodity Classification

Prices Division

This division provides information on retail (consumer) prices, living costs, and manufacturer, raw material and construction price indexes, as well as a number of indexes relating to capital expenditures.

Resources, Technology and Services Statistics Branch

This branch is responsible for planning, directing, co-ordinating and controlling the activities of the subject matter divisions to ensure the provision of statistical information and advice to governments, private organizations and institutions.

Services Division

This division is responsible for the development of an integrated and comprehensive program of statistics on services, communications and tourism.

Industrial Organization and Finance Division

This division produces quarterly and annual corporate financial statistics and annual corporate taxation statistics. It also administers the *Corporation and Labour Unions Returns Act* (CALURA). The CALURA program includes the publication of financial statistics on corporations by country of ownership and control and a directory of intercorporate ownership. Membership, affiliation and financial statistics of labour unions are also published.

Agriculture/Natural Resources Division

The Agriculture Natural Resources program provides data on the supply of food commodities (i.e., production and inventory levels), data on the levels of returns to resources used in farming and data on the economic welfare of farmers.

The program comprises a quinquennial census of agriculture, which produces a comprehensive micro database of primary production units, data on the structure and characteristics of the farm sector as well as a base for an intercensal program of crop acreage, yield and production estimates, estimates of livestock and poultry inventories on farms and an integrated set of farm income and expenditure accounts. depends on farm surveys and administrative data.

Science, Technology and Capital Stock Division

This division provides a focus for the collection, analysis and publication of statistics relating to scientific, technological and investment activities.

The division has the following main activities: the collection and publication of statistics on research and development and capital expenditures; the creation and publication of science and technology indicators; the creation and publication of estimates of fixed assets by industry; and the creation and publication of current investment indicators.

INFORMATICS AND METHODOLOGY FIELD

This field ensures that the statistical methodology used by all surveys is sound and statistically efficient, and provides leadership for and management of information processing in Statistics Canada.

The field is headed by an Assistant Chief Statistician with responsibility for Informatics, Classification Systems and Methodology.

Informatics Branch

The branch provides electronic data processing (EDP) services to Statistics Canada. The branch headquarters staff, in conjunction with other members of the branch, is responsible for the formulation of policies relating to EDP and managing the overall activities of the branch. It also co-ordinates relations with the users of various systems and data processing services. The branch provides the chairman and secretariat services for the executive sub-committee on EDP.

Informatics Services and Development Division

This division is responsible for the planning, design, development and maintenance of specific application EDP systems for a particular user. The division is also responsible for EDP training and for the provision of professional advice and direction to the evolution of departmental systems and related methods of work.

Client Services Division

This division provides for all users a unified and comprehensive interface for all Informatics Branch services, including the business aspects of the branch's relations with its client. It is responsible for EDP planning, technical evaluation and EDP policies, standards and procedures.

Main Computer Centre

The centre is responsible for the provision of large-scale computer and mini-computer services to Statistics Canada, including data capture services and data storage facilities for the agency's EDP data.

Classification Systems Branch

This branch develops and promulgates classification systems; standardizes economic, social and geographic concepts; develops, enhances and maintains the business register as a major integration instrument of survey-taking; it is also responsible for the exploitation of taxation and other administrative data.

Geography Division

This division develops and maintains a spatially referenced geographic database in support of the standard geographical classification, the census and other bureau programs, by developing and implementing geostatistical concepts (analysis, delineation, documentation, compilation of attributes such as limits, names, codes, land area, population), producing maps and other reference products, and creating geographic conversion files.

Business Register Division

This division is responsible for the development and maintenance of a central register of firms and their constituent establishments for purposes of statistical collections. The business register master file lists businesses, institutions and similar organizations engaged in economic activity in Canada. The division is also responsible for accessing statistical data from Revenue Canada Taxation records to supplement or replace data collected by survey.

Standards Division

This division develops standard classification systems for industries, commodities, occupations and geographical areas. It monitors their implementation, delineates statistical structures, standardizes economic and social concepts and provides a comprehensive survey level documentation for each survey in Statistics Canada.

Manuals

- Standard Commodity Classification
- Standard Geographical Classification
- Standard Industrial Classification
- Social Concepts Directory
- Standard Occupational Classification
- Inventory of Statistics Canada Questionnaires on Microfiche
- Industrial Commodity Classification
- Canadian Standard Industrial Classification for Companies and Enterprises

Methodology Branch

This branch plans, organizes and directs the work of the divisions and staff engaged in the development, implementation, analysis and evaluation of the statistical methodology underlying all of the programs of the agency. It is also involved in reviewing the paperburden imposed on businesses by federal government departments and agencies for the collection of information.

Federal Information Collection Group

The Federal Information Collection Group is responsible for the technical review of information collection plans of federal government departments in accordance with Treasury Board policy on information collection and for the maintenance of a Federal Register of collected information. The group also assists departments in obtaining services from Statistics Canada under the common services policy.

Social Survey Methods Division

Centralized methodology groups are responsible for achieving the most effective balance between the cost of data collection and the quality of statistical output. They are also responsible for focussing research and development efforts on issues and problems common to a variety of individual surveys or censuses.

Business Survey Methods Division

The division is responsible for methodological services to business surveys and in some cases for systems design and development. Its services are available to other divisions in Statistics Canada and to certain government and non-government agencies concerned with business surveys.

Manuals

- Standard Commodity Classification
- Standard Geographical Classification
- Standard Industrial Classification
- Social Concepts Directory
- Standard Occupational Classification
- Inventory of Statistics Canada Questionnaires on Microfiche
- Industrial Commodity Classification
- Quality Guidelines

Small Area and Administrative Data Division

The division's mandate is to study and develop methods and approaches to explore the statistical potential of administrative data files from other federal or provincial institutions for small area social statistics. It is responsible for the development and dissemination of social, economic and demographic statistics and indicators for sub-provincial geographic areas.

Time Series Research and Analysis Division

This division is organized as an applied research group. Its objective is to improve the quality of seasonal adjustments of economic time series and the analysis of the evolution of seasonality in the Canadian economy. It provides services to divisions which publish main economic indicators in seasonally adjusted form and services to the user community in general on seasonal adjustment and time series problems.

Manuals

- The X-11-ARIMA Seasonal Adjustment Method, Catalogue No. 12-564E or F

COMMUNICATIONS AND OPERATIONS FIELD

This field provides a full range of external communication functions, including respondent, user, media and international relations. It also administers the central and regional operational functions essential to the conduct of the agency's statistical programs, including regional data collection and processing activities, marketing, publishing and electronic data dissemination.

This field is headed by an Assistant Chief Statistician with responsibility for Marketing and Information Services and Operations Branch, including Regional Operations.

Marketing and Information Services Branch

This branch is responsible for the activities which design and organize the information products of the agency to service the needs of its various clients at the federal, provincial and municipal government levels, and by diverse public and private sector users.

Communications Division

The division co-ordinates and exercises a focal responsibility for relations with Parliament, federal departments and agencies, provincial, territorial and municipal governments, business, labour, academics, institutions, media and the general public. It provides an entry point to the agency for these publics, monitors the public environment, develops and executes information programs, and supports communications activities of program managers through consultation and through preparation of communications material. It publishes the official release vehicle of Statistics Canada, other information bulletins, compendia of broad interest, and reference products. Further, it supports agency programs by providing an editing service aimed at improving the publications of speciality subject-matter divisions.

Its range of products includes the Canada Year Book, the Canada Handbook, the Statistics Canada Daily, Infomat (a weekly digest of the main statistical output), the Statistics Canada Catalogue, the Annual Report, the employee newspaper: Scan, exhibits, audio-visuals, brochures, newsletters, speeches, respondent relation material and a variety of user guides.

The division's Government Relations Unit acts as the secretariat for the Federal-Provincial Consultative Council on Statistical Policy and its 14 constituent committees. The council and committees promote standardization of data-collection and data-sharing agreements.

Publications Division

Publications Division is responsible for the publishing and marketing of the Department's printed products.

International Professional and Relations Division

This division co-ordinates Statistics Canada's international involvements with statistical agencies of other countries and international organizations that have statistical activities, such as the United Nations and its speciaized agencies, the Organization for Economic Co-operation and Development, and the Commonwealth. It co-ordinates the work required for meeting international obligations such as representation at conferences or data reporting. Statistics Canada participates in the development of common standards and frameworks for the compilation of internationally comparable statistics; Statistics Canada is also concerned with assisting developing countries to enhance their statistical capability.

The division's responsibilities also include the co-ordination of the Department's relations with professional societies; the development and administration of a fellowship program; the co-ordination of the Department's professional advisory committees; and the administration of the Department's approved system for foreign and non-operational domestic travel.

CANSIM Division

This division is responsible for the development and operation of techniques and mechanisms to foster public access to Statistics Canada's information through electronic means. In this respect, CANSIM division is responsible for entering, maintaining, revising and updating a number of data bases containing demographic, social and economic information; one of these data bases is made publicly available through commercial time sharing service bureaux. CANSIM personnel assist users of the bases by providing information on data content and access procedures and by performing retrievals for users upon request.

Current development activities focus on ways and means of providing easier and more cost-efficient access to existing bases for current and new clienteles, including new modes of data storage and data delivery (optical disk storage, graphic display of data, dissemination through electronic mail services, data on diskettes, and downloading of data from bases into micro-computers), the creation of new user-friendly information packaging systems, and research and development in the areas of data documentation and description and the interfacing of such systems with data retrieval systems.

Operations Branch

This branch is responsible for analyzing, evaluating and reviewing all statistical operations; for directing all regional operations; and for managing the integrated headquarters operations. It also develops and implements approaches and strategies for integrating operations and services throughout the agency, including the regionalization of operational activities, and manages and co-ordinates related production support services.

Operations Analysis Division

This organization is responsible for the full scale review and analysis of all internal operations and services of Statistics Canada with the objective of developing approaches and strategies for changes in organization and methodology to achieve better integration and overall co-ordination of these operational processes and services, and for the implementation of approved action plans to either regionalize or better integrate residual operations and services at headquarters that are not appropriate for regionalization.

Regionalization Planning

The organization is responsible for the planning and implementation of regionalization programs as approved by the management of Statistics Canada. The objectives are to enhance relationships in regional offices and to improve communications with respondents and/or users. Its goals and objectives are also to enhance the responsibilities of the regional offices by delegating additional tasks, to alleviate specialized resources in the bureau, and to enable further development and/or statistical analysis.

Headquarters Operations Division

The division is involved in five main areas. They include Records Management which manages all recorded information from the time it is received or created in the Department until its final disposition. The Distribution Centre provides distributing statistics data collection material, publications and general correspondence. Material Management is accountable for all purchasing, including capital acquisitions, and inventory control for the Department. Facilities Management is accountable for the effective and efficient use of space in the Department, telecommunications and other activities relating to the working environment. Operations sub-division is accountable for the development and effective management of a centralized statistical production operation, including classification, coding, editing and other related production functions.

Operations Automation Division

The primary mission of the Operations Automation Division is to use technology as part of the program to improve the operational performance of Statistics Canada.

Regional Operations Branch

This organization is responsible through a headquarters staff and a network of regional offices for survey data collection, primary processing and editing, for the provision of statistical information and advice at the regional level, and for related user respondents and community relations. Regional offices are located in St. John's, Halifax, Montréal, Ottawa, Sturgeon Falls, Winnipeg, Edmonton and Vancouver. A user advisory sub-office is also located in Regina.

These regional offices carry out survey operations. As the data collection arm of the agency for population and agriculture censuses, for all household surveys, and for a large volume of business surveys, the regional offices collect data by personal or telephone contact with the survey respondents, be they households, as for the labour force survey, or business establishments, as for the consumer price indexes. To carry out this work, a full-time staff of 380 employees is supported by some 1 500 part-time interviewers working from diverse locations across the country. organization serves as the nucleus for the build-up needed every five years when 2 000 census commissioners and some 40 000 census representatives are employed on the collection and initial processing of the censuses of population and agriculture.

They also provide statistical advisory services to meet the statistical information and consultation requirements, including sectorial and regional analyses, of users of statistics across the country.

Regional offices are also responsible for public and community relations at local levels, for the co-ordination of regional market research activities and of promotional programs to make known the use of Statistics Canada data products and services.

Survey Operations Divison

Survey Operations Division is responsible for all phases of the survey process, from planning to collection of data, for over eighty different Statistics Canada surveys. It is also responsible for activities relating to the Census of Population and Census of Agriculture, including the development of field procedures and training, deployment and management of *Statistics Act* employees for Census Operations, data collection and the management, monitoring, control and evaluation of the census data collection and capture activities.

MANAGEMENT SERVICES FIELD

This field organizes and co-ordinates internal management services including the development and implementation of all management policies and systems within the agency and the assessment of the efficiency and effectiveness of these programs. It is headed by an Assistant Chief Statistician with responsibility for Management Practices, Operational Planning and Finance, and Personnel.

Corporate Assignment Division

This division was created in July 1983 to develop and manage a program of temporary assignments in response to a departmental need for persons to work on corporate or special tasks of limited duration for which there exists no permanent staffing resources. Such assignments provide opportunities for employees of Statistics Canada to tackle new and different challenges and to develop new skills.

In February 1986 the mandate of the division was expanded to include support for redeployment of persons affected by program modifications or operational changes, for senior management development, for affirmative action initiatives and for second language development.

Data Access and Control Services Division

This division serves as a departmental focal point for matters relating to the confidentiality of the information collected by Statistics Canada. It also administers services pursuant to the *Access to Information Act* and *Privacy Act*.

Management Practices Branch

This branch is responsible for developing good management systems to support the agency's managers in achieving departmental objectives and for ensuring that management practices identified by the Office of the Comptroller General are carried out.

Internal Audit Division

The division provides an independent and systematic review and appraisal of all departmental operations and furnishes senior management with objective information on the adequacy of management control procedures and frameworks. The scope of these audit activities extends to all process systems and procedures of management including planning, performance measurement, financial and personnel management and data processing, and also includes follow-up compliance audit of the approved recommendations of program evaluation projects.

Program Evaluation Division

The division is responsible for evaluating Statistics Canada's programs to assess the continued relevance of their objectives; and to investigate alternatives that might achieve the objectives in a more cost-effective manner.

Corporate Planning and Management Systems Division

This division is responsible for ensuring the continued improvement of the departmental planning system, for assisting senior management in developing and assessing corporate planning directives and priorities and for formulating alternative strategies and plans of action to achieve these objectives.

This division is also responsible for developing systems for management which facilitate accountability, planning, decision-making, performance measurement and review and project status reporting.

Financial Policies and Systems Division

This division is responsible for the development, design, implementation and review of departmental financial policies, systems and procedures.

Financial Operations Division

This division is responsible for the accounts office, which retains records on all expenditure and revenue transactions, the financial management information system (REMAPPS), recoverable projects accounting, contract administration and general accounting services.

Operational Planning and Programming Division

This division is responsible for the management of the departmental operational planning system and the preparation of a multi-year operational plan and current year work planning processes and associated budgets.

Personnel Branch

The branch is responsible for providing services to employees and to management in the following areas: classification and staffing of positions, staff relations, development, pay and benefits, career and employee assistance counselling, affirmative action programs. It also maintains a personnel management information system, and is responsible for the official languages program, i.e. identifies language requirements of positions, provides language testing services and co-ordinates language training.

Classes of Records

STC/OCS-005
Departmental Operations
Description: Records relating to the overall functions of the Department.

STC/NTD-008
National Task Force on Tourism Data (New)
Description: Records relate to the administration of the task force, the range and variety of tourism bases in Canada, and selected tourism-related secondary data files. *Topics:* Tourism concepts and definitions, tourism supply and demand, tourism data needs, existing sources of data, analytic methods, and mechanisms for ongoing data collection, organization, analysis and dissemination.

STC/SIL-010
Social, Institutions and Labour Statistics Field Operations
Description: Records related to the overall functions of the field. *Topics:* Field policies; plans and programs; requests; public relations; census project team management; census research and methodology.

STC/COP-015
Census Operations
Description: Census records are maintained in two formats: microfilm copies of the original questionnaire and machine-readable data stored in the census micro data base. The latter are used in tabulations. Names and addresses of individuals are not contained in these files. Information extracted from the data base, therefore, cannot directly be related to an individual. Individual data from microfilm copies of original questionnaires are available only to the respondent under the *Privacy Act*. *Topics:* Different types of variables can be obtained for various universes on the data base. Population and Families — Demographic Characteristics: age, sex, marital status; Ethno-Cultural Characteristics: age at immigration, citizenship, ethnic origin (data on population can also be obtained at the family level); Language Variables: home language, mother tongue, official language; Schooling Variables: highest level of schooling; Labour Force: class of worker, industry, occupation; Family Size: family composition; Income: census family income, economic family income, income from each source and total income. Households — household maintainer, type of household, household size, length of occupancy, mortgage or rent, household income. Dwellings — condition of dwelling, fuel, heating equipment, structural type. These variables are available for various geographic divisions across Canada. The information collected in the census varies somewhat from one census year to the next. *Special Access Notes:* Individual information contained in the microfilmed records is available as far back as the 1891 Census. It can be accessed only by the person named in the record or by a legal representative authorized to settle the affairs of a senior, incompetent or dead person. To access such information, the person concerned must complete an "Application and Authorization for a Search of Census" obtainable from the Census Pension Searches Unit, Statistics Canada, Ottawa, K1A 0T6. Aggregate data from the census micro-data base are available to the public. Requests for such information should be directed to Central Inquiries Unit, Statistics Canada, Ottawa, K1A 0T6.

STC/COP-020
The 1940 National Registration Records
Description: Statistics Canada maintains custody of the 1940 National Registration records. This information results from a compulsory registration of all persons 16 years of age or older in the period 1940-46. *Topics:* Name; address; age; date of birth; conjugal status; dependents; country of birth (all family); nationality; racial origin; languages; education; general health; class of occupation; occupation or craft; employment status; work experience by type; mechanical or other abilities; latent skills, wartime circumstances, previous military service. *Special Access Note:* Information contained in the 1940 National Registration Records is confidential and available only to the person named in the records or to a legal representative authorized to settle the affairs of a senior, incompetent or dead person. The method of access is described in the "Access Notes" under "Census Operations" (STC/COP-015).

STC/HFS-025
Housing, Family and Social Statistics
Description: Records relate to documentation and files of projects concerned with the production phases of the census. *Topics:* Housing; language; ethnicity; education; religion.

STC/HFS-026
Family History Survey (New)
Description: The Family History Survey was conducted in 1984 as a supplement to the Labour Force Survey. It provides a retrospective picture of when different events in the family life cycle occur. *Topics:* Marital history; common-law unions; natural, adopted and step-children; work history.

STC/HFS-027
General Social Survey (New)
Description: The General Social Survey is an annual household survey designed to monitor changes in Canadian society. The survey, conducted first in 1985, collected data on health for the adult population and social support for persons 55 and over. Eleven thousand individuals were interviewed by telephone or in person. *Topics:* Short and long-term disability; smoking; alcohol use; sleep; physical activity; health problems; satisfaction; potential support network; (in addition for persons 55 and over — support given and received, social activities).

STC/DEM-030
Demography
Description: Records relate to research carried out with respect to population estimates and projections and demographic characteristics. *Topics:* Population estimates; population projections; emigration; immigration; interprovincial migration; post-censal estimates; household estimates; family estimates; households and family projections; components of population growth — births, deaths, migration; demographic characteristics — age, sex, marital status, place of work, current demographic analysis in Canadian population.

STC/HLD-035
Labour Force Survey
Description: Records relate to levels and trends in the composition, activities and characteristics of the Canadian labour force. Data are available at the detail of selected census metropolitan areas (CMA), economic regions and the provinces. Data also available for selected non-CMA urban areas based on quarterly estimates. *Topics:* Actual

and seasonally adjusted employment and unemployment data; seasonal factors; structure of the Labour Force Survey sample; participation rate; multiple job holding; reasons for absence from work, etc. *Special Access Note:* Some material held on microfiche (see Labour Division).

STC/HLD-040

Special Surveys

Description: Records relate to the operations of the special surveys. *Topics:* Recent (1978 or later) surveys: work patterns, leisure time activities, absence from work, job opportunities, travel, travel to work, attitudes about surveys, smoking habits, victimization, graduates of post-secondary programs, labour market comparison, passenger car fuel consumption, volunteer workers, student finances, migrants to Alberta and B.C. (See manual Z-036B for detailed breakdowns.) Earlier surveys (before 1978) generally covered: demography, education, health, and the labour market. (See manuals Z-034E and Z-035B for detailed breakdowns.)

STC/HLD-045

Family Expenditures

Description: A dual program of record-keeping and recall surveys provides detailed expenditures covering the complete budgets of families and unattached individuals in private dwellings. Programs cover selected calendar years, and have varied in scale and geographic coverage. *Topics:* Family expenditures on food, shelter, household operations, household furnishings and equipment, clothing, transportation, etc., for specific subgroups of the populations (by family income, family size, cities).

STC/HLD-050

Household Facilities and Equipment

Description: This annual survey provides data on dwellings and their characteristics, on the occupants of the dwellings and on the equipment at the disposal of the occupants. The records relate to the equipment and facilities available within individual households. *Topics:* Cooking facilities; heating facilities; water supply; bathroom facilities; refrigerators; washing machines; vacuum cleaners; sewing machines; telephones; radios and television sets; record players and tape recorders; tenure and number of rooms per dwelling; size of household; households with automobiles; garages; selected sporting and recreation equipment.

STC/HLD-055

Consumer Finance

Description: The survey of Consumer Finance is an annual household survey designed to measure the distribution of income and to provide other yardsticks of the economic well-being of Canadian families and individuals. Every second year the survey is carried out in conjunction with the Labour Force Survey, while in the alternate years it is conducted as an independent survey on a smaller sample but with greater analytic content. The records relate to income and other indicators of economic well-being of families and individuals. *Topics:* Annually: wages and salaries, self-employment income, investment income, transfer payments received, retirement pensions, other money income, income taxes, total money income, income after taxes, selected family characteristics, selected personal characteristics; occasionally: family assets, family debts, family wealth.

STC/LHS-060

Labour and Household Surveys Analysis

Description: Records relate to documentation associated with this research and development work.

STC/LAB-065

Pensions

Description: Records related to the terms and conditions of employer-sponsored pension plans and trusteed pension funds in Canada. *Topics:* Eligibility conditions; employee contribution rates; retirement benefits; retirement ages; vesting and death benefits; income, expenditures and assets of all trusteed pension funds.

STC/LAB-070

Unemployment Insurance

Description: Records related to unemployment insurance. *Topics:* Benefits paid; weeks of benefit; average weekly benefits; claims filed; claims allowed; beneficiaries by personal characteristics (e.g. age, sex and insurable earnings): persons contributing to unemployment insurance; contributions; benefit periods established; benefit periods terminated.

STC/LAB-075

Employment and Earnings

Description: Records related to employment, earnings and hours. Some data prior to April 1983 are seasonally adjusted. *Topics:* Paid hours: earnings; number of employees. Breakdowns by sex (not available after March 1983 when the new survey on employment, payroll and hours was implemented), industry, province and major urban areas.

STC/LAB-076

Help-wanted Index (New)

Description: Records related to help-wanted advertisements in 18 metropolitan area newspapers. *Topics:* Column space of help-wanted ads and help-wanted indexes.

STC/LAB-077

Work Injuries Statistics (New)

Description: Records related to work related time-loss injuries and illnesses. *Topics:* Accident type, source of injury, nature of injury and part of body detailed by age, sex, province, occupation, industry and month and year of the injury.

STC/LAB-078

Labour Income (New)

Description: Data series of labour income which are on a raw and seasonally adjusted basis by month. *Topics:* Wages and salaries, supplementary labour income, special payments and work stoppage effects. Breakdowns by major industry, sector and province.

STC/HLT-080

Institutional Care

Description: Records related to the operation of a statistical system that provides medical, demographic and utilization information on patients hospitalized for disease condition or surgery; patients with psychiatric conditions; and patients hospitalized for legal therapeutic abortions. *Topics:* Hospital inpatient morbidity; mental inpatient morbidity; surgical procedures and treatments; hospital utilization; disease utilization; mental morbidity; mental health; therapeutic abortions; therapeutic abortion committees.

STC/HLT-085

Operation of Health Institutions

Description: Contains data on beds available, patient-days during the year, patient movement (admission/separations), service workload of various departments, personnel and paid hours of work by occupational groups, detailed departmental operating expenditures by salaries and wages and other income by source and balance sheet information; and indicators of utilization, performance and cost by hospital type and size, and ownership. *Storage Medium:* Some material held on microfilm.

STC/HLT-090

Health Manpower

Description: Records related to the operation of a statistical system to provide information on various professional and technical categories of health personnel. *Topics:* Physiotherapists; radiological technicians;

registered nurses; dental hygienists. *Storage Medium:* Some material held on microfilm.

STC/HLT-095

Vital Statistics and Disease Registries

Description: Records related to the operation of a statistical system of vital statistics (including births, deaths, marriages, divorces and stillbirths) and registers on cancer, tuberculosis, renal failure and notifiable diseases. *Topics:* Vital statistics — including births (fertility), deaths (life expectancy, life tables, deaths by cause, such as heart disease, cancer, suicide), marriages, divorces, stillbirths; cancer incidence; tuberculosis incidence; renal failure; notifiable diseases. *Storage Medium:* Some material held on microfilm.

STC/HLT-100

Social Security Program

Description: Records related to statistical information on social security programs sponsored by the federal or provincial governments of Canada. *Topics:* Unemployment insurance; Canada and Quebec pension plans; family allowances and related programs; old age security and guaranteed income supplement; social allowances and services; workmen's compensation; legal aid; criminal injuries compensation; public assistance.

STC/HLT-105

Nosology Reference Centre

Description: Records related to the elaboration of a common national approach to the classification of disease, their cause and medical intervention procedures. *Topics:* International classification of diseases; Canadian classification of diagnostic, therapeutic and surgical procedures; disease coding; death coding.

STC/HLT-110

Disability Data base

Description: Records related to the operation of a statistical system to provide information on the prevalence of disability in Canada and the impact of disability on the life of disabled Canadians. *Topics:* Contains data on the existence, nature and severity of disability; as well as data which describe the demographic, household, labour force, employment, education, transportation, residential and economic characteristics of the disabled.

STC/HLT-115

Health Research and Analysis

Description: Records related to research and analysis studies directed at issues in the health services sector and to a program to make users more aware of the information available. *Topics:* Directory to selected health data; life table analysis of marriage and divorce; health indicators; hospital utilization; Canada Health survey; Canadian Health and Disability Survey.

STC/HLT-120

Health Statistics Development

Description: Records related to the development of a statistical program to extend the scope of health and social security statistics. *Topics:* Community service statistics development; accident statistics development.

STC/CCJ-125

Corrections

Description: Information related to the delivery of custodial and non-custodial adult correctional services in each of the provincial, territorial and federal jurisdictions. *Topics:* Statistical summaries feature caseload indicators, offender characteristics, and expenditure data; narrative summaries examine organizational structures, administrative procedures and correctional programs.

STC/CCJ-130

Criminal Courts

Description: Information related to the operation of adult criminal courts in Canada. *Topics:* Manpower and costs associated with the administration of civil and criminal courts for the years 1980-81, 1981-82 and 1983-84.

STC/CCJ-135

Homicide

Description: Records related to manslaughter, infanticide and murder. *Topics:* Cases reported to the police showing characteristics of incidents; victims and suspects; court procedures; relationship between the suspects and victims.

STC/CCJ-140

Uniform Crime Reporting

Description: Records and projects related to police administration, crime and traffic. *Topics:* Offences by adults and juveniles; all types of offences including Criminal Code, provincial and municipal statute offences; police force manpower; traffic offences and accidents; Police — federal, provincial, municipal, railway and National Harbours Board.

STC/CCJ-145

Family Courts

Description: Descriptive publication on family courts in Canada published in September 1984. *Topics:* The material covers administration of family courts, family law, and court services related to families in Canada in 1983.

STC/CCJ-150

Administrative Tribunals

Description: An inventory and comparison of federal and provincial administrative boards, commissions and tribunals in six jurisdictions for the years 1982 and 1983. *Topics:* The powers and authority of each tribunal; internal operations; activities; appeals.

STC/CCJ-155

Juvenile Services

Description: Information related to those young persons who are charged under the *Young Offenders Act* and are dealt with in the youth courts of Canada. *Topics:* Statistical and descriptive information on types of offences, age, sex, court decisions and dispositions is provided on both the national and jurisdictional levels.

STC/CCJ-160

Legal Aid

Description: Information relating to the delivery of legal aid in each of the provincial and territorial jurisdictions. *Topics:* Revenues, expenditures; personnel resources and caseload counts of each legal aid plan in Canada; information describing the organizational structure, eligibility criteria and coverage of each plan.

STC/ECT-165

Elementary and Secondary Education

Description: Records related to teaching staff, enrolments, minority and second language education, and interprovincial and international migration of children. *Topics:* Students; teachers; facilities and transportation (1971-72); boards and trustees; private schools, kindergartens, nurseries (1974-75); schools for the blind and deaf; enrolments, attendance and withdrawals (1975-76); interprovincial movement of children; minority language programs; adult education.

STC/ECT-170

Post-secondary Education

Description: Records related to enrolments and full-time teaching staff in community colleges and universities; degrees granted by universities; tuition fees and living accommodation costs for university education. *Topics:* University students; community college students;

university degrees, diplomas, certificates; university tuition fees and accommodation costs; full-time university teachers, full-time community college teachers; facilities (1973); educational technology (1970); instructional media (1971-72); continuing education.

STC/ECT-175
Education Finance
Description: Records relating to expenditures of governments, school boards, colleges and universities for all levels of education. *Topics:* Financing; estimated, budgeted and actual expenditures for educational institutions; student aid (1972-73); education price index; financial information system for school board revenues and expenditures; federal government expenditures in support of education and training.

STC/ECT-180
Projections and Analysis
Description: The Projections and Analysis Section represents the analytic capability of the division. Studies are undertaken in response to the priorities of the relevant policy departments and other major user groups. *Topics:* The section is responsible for two annual summary publications on education: *Education in Canada*, a handbook of key statistics for all levels of instruction, and *Advance Statistics of Education*, which contains data on major variables for the two most recent years and an estimate, based on preliminary data, for the forthcoming year. In addition, studies are undertaken in response to the priorities of the relevant policy departments and other major user groups: for example, development of a model for projecting potential labour force entrants by level of attainment, analysis of special surveys of adult training and post-secondary graduates, and compilation of a compendium of culture statistics.

STC/ECT-185
Cultural Institutions
Description: Records relating to characteristics of cultural institutions acquiring, preserving and holding cultural and natural materials; heritage institutions; libraries. *Topics:* Holdings; physical facilities; attendance; personnel; finance.

STC/ECT-190
Cultural Industries
Description: Records relating to characteristics of industries producing cultural goods and to their products. The industries under study are in the areas of books, newspapers and periodicals, records, film and video, and radio and television. *Topics:* Number and type of product: domestic, export and import sales, revenue and expenditures; balance sheet; sales by client.

STC/ECT-195
Cultural Activities
Description: Records relating to performing arts organizations; creative and performing artists (visual artists, writers, actors and directors, musicians and composers, dancers and choreographers); and cultural activities of Canadians. *Topics:* Finances, audiences, personnel; demographic characteristics, training, employment, income and expenses; attendance at cultural events, reading habits, use of time.

STC/ECT-200
Travel, Tourism and Recreation
Description: Records relating to travel, travellers and recreational activities. *Topics:* Domestic travel; travel to work; outdoor recreation; recreational activities; commuting habits; travel expenditures; automobiles; public transportation; recreation equipment; vacation homes. *Special Access Note:* Refer also to STC/HLD-045; STC/HLD-050; STC/IFE-250; STC/SER-425.

STC/ECT-205
Government Expenditures on Culture
Description: Expenditures by the federal government, as well as provincial and municipal governments, on culture. *Topics:* Wages and salaries, goods and services, operating and capital expenditures, current and capital grants; contributions and transfers, in the major cultural areas (libraries, museums, archives, literary, visual and performing arts, crafts, recording, multiculturalism, film and broadcasting).

STC/PUI-210
Local Government
Description: Records related to municipal governments and related boards. *Topics:* Local government revenues and expenditures; assets, liabilities and debt position; employment and payrolls; urban region breakdowns.

STC/PUI-215
Provincial Government
Description: Records related to provincial and territorial governments and their boards; agencies and commissions. *Topics:* Provincial and territorial government and government enterprise; revenues and expenditures; assets, liabilities and debt position; employment and payrolls. *Storage Medium:* Non-computer files by government and agency.

STC/PUI-220
Federal Government
Description: Records relating to federal governments and related boards, agencies and commissions. *Topics:* Federal government and government enterprise revenues and expenditures; assets, liabilities and debt position; employment and payrolls. *Storage Medium:* Non-computer files by government and agency.

STC/NAC-225
National Accounts and Analytical Services Field Operations
Description: General operations relating to the overall functions of the field. *Topics:* Field policies; plans and programs; automation; timeliness studies; projects and surveys.

STC/NAD-230
National Accounts Development
Description: Records relate to research papers and consist of analytical manipulations of existing Statistics Canada data, their description, interpretation and explanation. *Topics:* Urban indicators; time use data; extension of national accounts; concepts, definitions; inflation accounting; household work; non-market production; production boundaries; underground economy; total consumption; satellite accounts; saving; microdata.

STC/GNP-235
Gross National Product
Description: Records related to the production of provincial and national accounts. *Topics:* Estimates of final expenditures by category and types of incomes generated; detailed income and expenditure data for the four sectors of the economy — persons, business, government and non-residents; estimates of production by industry; provincial estimates of personal income and provincial product and their components.

STC/IMA-240
Industry Measures
Description: Records related to industrial output. *Topics:* Gross domestic product by industry; real output measures; provincial output; value added; constant price provincial output; industry measures; real domestic product; index of industrial production; gross output by industry; intermediate inputs by industry.

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STC/IFE-245
Financial Flows
Description: Records related to financial flows between different sectors of the Canadian economy and balance sheet data for the same sectors and for the economy as a whole. *Topics:* Monetary authorities; chartered banks; public financial institutions; federal government; provincial and local governments and hospitals; social security funds; persons and unincorporated businesses; non-financial private corporations; non-financial government enterprise; near-banks; insurance companies and pension funds; other private financial institutions; rest of the world.

STC/IFE-250
International Travel
Description: Records related to the activities of Canadians travelling outside the country and visitors to Canada. *Topics:* Port of entry; Canadian residents; non-residents; vehicles; persons; receipts; payments; country of residence; expenditures; length of stay; type of transportation; purpose of trip; accommodation used; destinations. *Special Access Note:* See also STC/ECT-200 for domestic travel.

STC/IFE-255
Business Microdata Integration and Analysis
Description: Business microdata integration and analysis (both cross-sectionally and longitudinally over time) related to the activities of foreign and domestic controlled enterprises, companies and establishments in Canada and similar Canadian-controlled entities abroad. The microdata cover all Statistics Canada-related surveys, as well as administrative data. *Topics:* Employment creation by firm size, industry, region and employee demographics (age/sex); job separations and UI claims by reason, firm size, industry and region; cost-recoverable customized cross-tabulation and econometric analysis; imports; exports; capital expenditures; value added, research and development.

STC/IFE-260
Balance of Payments
Description: Schedules, correspondence and working papers related to the production of statistics on the balance of payments. *Topics:* Data for conversion of merchandise exports and imports from a customs to a balance-of-payments basis; freight and shipping receipts and payments, including ocean shipping, inland transportation and airfreight; data on Canadian and foreign government transactions and on business and miscellaneous services and charges; travel expenditures; interest and dividend receipts and payments and miscellaneous income transactions with non-residents, including real estate transactions; personal and institutional remittances; flows of migrants' funds; official contributions to developing countries; capital flows, including direct and portfolio investment; short-term assets and liabilities with non-residents; investment in Canada by non-residents and investment abroad by Canadian residents; funded debt and foreign bank borrowing; geographical distributions of ownership of capital.

STC/INO-265
Input-Output
Description: Records related to the development and maintenance of national and regional input-output tables, models, productivity measures and correspondence with clients in reference to customer service activity. *Topics:* Annual data and records for current and constant price input-output tables encompassing 191 industries, 136 categories of final demand and 602 commodities and primary inputs; data for 1979 for interprovincial trade flows and input-output tables for each province; model documentation for national input-output tables, regional input-output tables, price model and energy model; annual data and records relative to the development and maintenance of productivity measures; correspondence with clients of customer-specific economic models.

STC/INO-270
Detailed Energy Balances
Description: Supply and disposition tables for Canada by fuel in natural units and thermal equivalents for the years 1966, 1971, 1974 and 1976.

STC/ECA-275
Econometric Analysis
Description: The records comprise current analyses of the Canadian economy and background studies that provide context for current analyses.

STC/POS-280
Population Studies
Description: Records relate to population studies.

STC/SES-285
Social and Economic Studies
Description: Records relate to studies undertaken by the division using statistical records produced by other areas of the Department.

STC/STA-290
Models
Description: Socio-Economic Resource Framework (SERF) consisting of component models for demography (population, households, labour force), consumption (dwellings, consumer goods, health, education, transportation and service infrastructure); fabrication and assembly (capacity formation, goods production) and material resources (primary energy, minerals, forest products, agriculture fish and wildlife).

STC/STA-295
Socio-economic Data
Description: Model related databases of historical socioeconomic data; data input to models run specially for particular clients on a fee-for-service basis; compendium of environmental statistics published as Human Activity and the Environment.

STC/DIA-300
Distributional Analysis
Description: The division uses data sets produced and maintained by other divisions within Statistics Canada.

STC/BTS-305
Business and Trade Statistics Field Operations
Description: General operations relating to the overall functions of the field.

STC/IND-310
Shipments, Inventories and Orders in Manufacturing Industries
Description: Records related to shipments, inventories and orders; business conditions and inventory accounting methods. *Topics:* Estimates of the value of Canadian manufacturers' shipments, inventories and orders; qualitative assessments of business conditions in manufacturing and short-term production expectations; turn-over periods in manufacturing industries; inventory accounting (surveys conducted in 1949 and again in 1975).

STC/IND-315
Energy
Description: Records related to electricity and mineral fuels. The statistical programs are carried out in collaboration with other government agencies such as the Department of Energy, Mines and Resources, the National Energy Board, the Petroleum Monitoring Agency, and various provincial departments. *Topics:* Supply and disposition of solid fuels, liquid fuels, gas, electricity and renewable energy forms; financial and operating statistics in respect of energy industries and pipelines.

STC/IND-320
Foods, Beverages and Tobacco
Description: Records related to the production and processing of food, beverages and tobacco. *Topics:* Soft drinks; grain millings; oils; fats; bakery products; poultry products; meats; cigarettes, cigars and cut tobacco; processed cheese; instant skim milk powder; tea; coffee; cocoa; breweries; distilleries; wineries; dairy products; confectionery; feeds; fish products; fruits and vegetables; flour and breakfast cereal products; sugar.

STC/IND-325
Leather
Description: Records related to the production and consumption of leather. *Topics:* Footwear; leather tanneries; shoe factories; boot and shoe findings.

STC/IND-330
Textiles and Apparel
Description: Records related to the production and consumption of textiles and apparel. *Topics:* Canvas products; cordage and twine; cotton and jute bags; yarn and cloth made from cotton, man-made fibre and wool; foundation garments; fur goods; men's, women's and children's clothing; felt and fibre; carpets, mats and rugs; automobile fabric accessories.

STC/IND-335
Plastics, Chemicals and Rubber
Description: Records related to the production, sale and consumption of plastics, chemicals and rubber. *Topics:* Paints; varnishes; lacquers; synthetic resins; pharmaceuticals; medicines; plastics; toilet preparations; industrial chemicals; fertilizers; plastic film and bags, soaps and cleaning compounds, high pressure decorative laminate sheet, plastic bottles.

STC/IND-340
Miscellaneous Manufacturing Products
Description: Records related to the production, sale and consumption of miscellaneous manufacturing products. *Topics:* Toys; floor tiles; felts; phonograph records; pre-recorded tapes; sporting goods; scientific and professional equipment; signs and displays; jewellery and silverware; coated products.

STC/IND-345
Machinery and Transportation Equipment
Description: Records related to the manufacture of machinery and transportation equipment. *Topics:* Agricultural implements; aircraft and parts; boat building and repair; machine shops; motor vehicles; motor vehicle parts and accessories; railroad rolling stock; miscellaneous vehicles; commercial refrigeration and air-conditioning equipment; office and store machinery; truck bodies and trailers; miscellaneous machinery and equipment; ship building and repair.

STC/IND-350
Electrical Equipment
Description: Records related to the production and sales of electrical equipment. *Topics:* Domestic refrigeration and freezers; domestic washing machines and clothes dryers; domestic electrical appliances; electric lamps (light sources); small electrical appliances; major appliances (electric and non-electric); household radio and television receivers; communications equipment; batteries; electric wire and cable; lighting fixtures manufacturers.

STC/IND-355
Wood and Furniture Products
Description: Records related to the manufacture of wood and furniture products. *Topics:* Veneer and plywood mills; sawmills; planing mills; shingle mills; sash, door and other millwork plants; wooden boxes; coffins and caskets; wood preservation; wood turnings particle board and wafer board and miscellaneous wood products; household furniture; office furniture; electric lamps and shades.

STC/IND-360
Paper Products and Printing
Description: Record related to paper products and printing. *Topics:* Hardboard; rigid insulating board; corrugated boxes and wrappers; printing, publishing and allied industries; pulp and paper mills; asphalt roofing; paper converters; paper and plastic bags; folding carton and set-up boxes.

STC/IND-365
Metals
Description: Record related to primary metals (manufactured) and fabricated metal products. *Topics* Primary iron and steel; ingots, steel castings and pig iron; steel wire and wire products; chrome ore, manganese ore, cobalt, molybdenum and tungsten; ferro-alloys and addition agents; non-metallic minerals; selenium; tellurium; antimony; bismuth; unmanufactured tin; steel pipes; tubing and fittings; cemented tungsten; carbide blanks and tools; aluminium; lead and zinc; magnesium metal; metallic cadmium; metallic mercury; nickel; grinding balls; iron and steel mills; metal rolling, casting and extruding; fabricated structural metal; hardware, tool and cutlery manufacturers; scrap iron and steel; smelting and refining; ornamental and architectural metals; boiler and plate works; heating equipment; iron foundries; metal stamping, pressing and coating.

STC/IND-370
Construction Industry
Description: Records related to the construction industry and various construction contracting industries including cost, input, output data by type of trade. *Topics:* Type of construction; total value of construction; repair work; labour content; per capita value of construction; construction contracting industries — mechanical, electrical highway, road, street, bridge, general non-residential, general residential, heavy engineering and special trades.

STC/IND-375
Retail Trade
Description: Records related to sales, inventories, and operating data for retail businesses. *Topics:* Chain stores; independent stores; alcoholic beverages stores; motor vehicles dealers; food stores; general merchandise stores; clothing stores; hardware stores; furniture stores; shoe stores; drug stores; campus book stores; direct sellers; vending machine operators; shopping centres; department stores.

STC/IND-380
Wholesale Trade
Description: Records related to various types of businesses acting as intermediaries in the field of distribution. Included are wholesale merchants and wholesale agents and brokers. *Topics:* Principal statistics of wholesale merchants and agents and brokers; origin and destination of goods handled by wholesale merchants (1979); lumber and building material sales (1978); construction machinery and equipment sales (1977); diesel and natural gas engine sales (1977); farm implement and equipment sales (1977).

STC/IND-385
Logging (Census of Forestry)
Description: Records related to shipments of roundwood. *Topics:* Sawlogs; veneer logs; pulpwood; poles and pilings (untreated); fuelwood; Christmas trees; miscellaneous roundwood.

STC/TRA-390
Rail Transport
Description: Records relating to rail transportation in Canada and between the United States and Canada. *Topics:* Railway financial and operating statistics; equipment and length of track; fuel consumption and employment statistics; freight and passenger traffic;

freight loaded; receipts from and deliveries to U.S. rail connections; commodity movement between provinces and to and from U.S. regions. *Storage Media:* Some material held on microfiche and magnetic tape and some data available on CANSIM. User summary tapes and special tabulations can be produced and are available directly from the Transportation Division.

STC/TRA-395
Air Transport
Description: Records related to the movement of aircraft passengers, mail and cargo by air and to the activities of air carriers operating in Canada. These data are produced by the Aviation Statistics Centre, a Statistics Canada satellite co-located with the Canadian Transport Commission. *Topics:* Air carrier financial and operational statistics; air traffic at Canadian airports; volume of mail and cargo; origin and destination of scheduled air passengers travelling within Canada, between Canada and the United States and internationally; international and domestic air charter statistics; airport activity and traffic flow; fare type statistics; aircraft utilization. *Storage Media:* Some material held on microfiche, microfilm, and magnetic tape, and some data available on CANSIM. User summary tapes and special tabulations can be produced and are available directly from the Transportation Division.

STC/TRA-400
Road Transport
Description: Records relating to road transport in Canada. In addition to programs surveying carriers, certain programs rely on aggregations of provincial and territorial administrative records. *Topics:* Financial and operating statistics on motor carriers of freight and of passengers, and on urban transit systems; commodity origin-destination statistics of the for-hire trucking industry; private trucking statistics, motor vehicle registrations and related licenses; gross and net sales of motive fuels; length and expenditure on roads and highways by federal, provincial and territorial jurisdiction. *Storage Media:* Some material held on microfiche and magnetic tape, and some data available on CANSIM. User summary tapes and special tabulations can be produced and are available directly from the Transportation Division.

STC/TRA-405
Water Transport
Description: Records relating to water transportation, domestic shipping, international seaborne shipping, and ports of loading and unloading. *Topics:* Financial and operational statistics on water carriers, including number and kind of vessels, employment, fuel consumption, type of service; shipping and port activities; commodities loaded and unloaded; containerized commodities; ports of loading and unloading; number, kind, operating status and registry (flag) of vessels arriving at and leaving Canadian ports; foreign port of origin, or destination. *Storage Medium:* Some material held on microfiche, and some data available on CANSIM. User summary tapes and special tabulations can be produced and are available directly from the Transportation Division.

STC/INT-410
Exports and Imports
Description: Records related to exports and imports. *Topics:* Exports and imports by countries and commodities; export transactions; Canadian trade; flow of goods into and out of Canada; exports by province of origin (lading); imports by port of clearance; Canadian International Trade Classification; Commodity Classifications; foreign trade; import and export price and volume indexes; volume of imports and exports; seasonally adjusted import and export data. *Storage Medium:* Some data held on microfilm and microfiche.

STC/PRI-415
Retail Prices and Living Costs
Description: Records related to the measurement of consumer price changes and place-to-place price difference, including concepts and procedures. *Topics:* Consumer price indexes; average retail prices for selected commodities; inter-city price comparisons, foreign service post indexes and Canadian isolated post indexes; index methodology and concepts. *Storage Medium:* Some material held on microfiche.

STC/PRI-420
Industrial Prices
Description: Records related to the measurements of price movements in the production and distribution of commodities and services. Indexes of Industrial Prices now referred to as *Industrial Product Price Indexes* have been revised starting January 1981. The time base has been changed from 1971 = 100 to 1981 = 100. The new indexes are described in a reference document: *Industrial Product Price Indexes,* (1981 = 100) *Concepts and Methods,* Cat. No. 62-556. *Topics:* Selling price indexes: manufacturers' selling price indexes; contractors' selling price indexes for a limited number of construction activities; electric utility selling price indexes; selected purchase price index: special purpose indexes for capital expenditures; machinery and equipment, by industry of purchase; raw materials price indexes, including data for imported as well as domestically produced goods, farm input price indexes; thermal coal price index. *Storage Medium:* Some material held on microfilm.

STC/SER-425
Service Trade
Description: Records related to financial, descriptive, and other operating data of service industry businesses. *Topics:* Amusement and recreational industries: motion picture theatres, motion picture and video production, laboratories and distribution, golf clubs, marinas, skiing facilities, etc.; business services: employment agencies and personnel suppliers, computer services, engineering and scientific services, advertising agencies, etc.; personal and household services: funeral directors, laundries and dry cleaning services, self service laundries and dry cleaners, barber and beauty shops, etc.; other miscellaneous services: industrial machinery and equipment rental, automobile and truck rental and leasing, janitorial services, ticket and travel agencies and tour operators; accommodation and food-services: hotels, motels, campgrounds, restaurants, taverns and caterers, etc.

STC/SER-430
Communications — Radio, Television, Cablevision, Telecommunications
Description: Records related to licensed radio and television stations, including the CBC and other national and regional networks; cable television systems; telecommunications carriers; and all telephone systems operating in Canada. *Topics:* Financial statistics; employees, salaries and wages on radio and television broadcasting, cable television and telecommunications carriers; telephones in operation by type of service and type of exchange; cable television subscribers.

STC/IOF-435
Business Finance and Taxation
Description: Records related to financial and taxation data of all corporations and financial institutions operating in Canada. *Topics:* Corporate financial statistics — assets, liabilities, shareholder's equity, revenues, expenses, profits and retained earnings; corporate taxation statistics — provincial allocation of taxable income, income taxes payable, and reconciliation of profits to taxable income; volume of cheques cashed by chartered banks.

STC/IOF-440
Corporations and Labour Unions Returns Act (CALURA)
Description: Records related to financial data and ownership of corporations, and to financial statements and membership data of labour unions. *Topics:* Corporate statistics — country of control, assets, sales, profits and taxable income; directory of intercorporate ownership; labour unions — financial statistics, number of locals, members and collective agreements.

STATISTICS CANADA

STC/AGR-445
Census of Agriculture
Description: Records related to recurring five-year and ten-year censuses of agriculture. *Topics:* Numbers of farms; areas; tenure; crops; livestock; farm machinery; hired agricultural labour; off-farm work by operators; capital value and type of organization; entrants to and exiters from farming occupation. *Special Access Note:* Census of Agriculture data are available in a variety of forms — printed volumes, graphic presentations, photocopies of tabulations, microfilm, microfiche, user summary tapes, and special tabulations. Most information is available from the Publication Sales and Services Section. User summary tapes and special requests are handled directly by the User Services Section of the Agriculture Division.

STC/AGR-450
Crops
Description: Records related to measurements and forecasts of area, yield and production, as well as stocks and movement of most crops grown in Canada. *Topics:* Field crops; grain marketing; horticulture; per capita food disappearance. *Storage Medium:* Some material held on microfiche.

STC/AGR-455
Farm Income and Prices
Description: Records related to farm financial accounts. *Topics:* Farm cash receipts; farm expenditures; expenses; farm net income; inventory changes; farm prices and indexes; farm debt; value of farm capital; wages paid to hired farm help; number of farms. *Storage Medium:* Some material held on mircrofiche.

STC/AGR-460
Livestock and Animal Products
Description: Records related to production and per capita disappearance of meats and animal products; wool production; dairy statistics; stocks of frozen food. *Topics:* Inventories; actual and forecasted births and deaths; cold storage; dairy products; fur; poultry and eggs; livestock slaughter; wool. *Storage Medium:* Some material held on microfiche.

STC/SCT-465
Science Statistics
Description: Records relating to the nature, state and direction of science and technology in the public and private sectors. *Topics:* Science and technology in the federal government (by department and program); in Canadian industry (by selected industries); in private non-profit organizations; in certain provincial governments; and in universities.

STC/SCT-470
Capital Stock
Description: Records related to the value of fixed assets and their degree of utilization in the manufacturing sector. *Topics:* Series on capital stocks and depreciation in both current and constant dollars by industry and province; series on capacity utilization rates for manufacturing industry groups.

STC/SCT-475
Capital Expenditures
Description: Records related to capital and related expenditures on new construction and new purchased machinery and equipment repair work on structures and on machinery. *Topics:* Provincial capital and related expenditures by industry and a breakdown of private and public investment.

STC/SCT-480
Current Investment Indicators
Description: Records related to building permits and housing starts and completions, capital expenditures and fixed assets in housing. *Topics:* Number and value of building permits issued by municipalities; number of new dwelling units by type; value of residential, commercial, governmental and institutional building construction; housing starts and completions growth of housing stock; construction activity indicators.

STC/INM-485
Informatics and Methodology Field Operations (Revised)
Description: Records relating to the overall functions of the field. *Topics:* Field policy; automation; security; equipment evaluation; equipment acquisition; software evaluation; software acquisition; methodology.

STC/ISD-490
Systems and Programs
Description: Sets of instructions to enable a computer to perform a given task. *Topics:* Application programs; application systems; utility programs; generalized programs; control programs; system software. *Retrievability:* Sequenced by system identification code.

STC/ISD-495
System Documentation
Description: General descriptions of the operations of programs and systems. *Topics:* System specifications; system flowcharts. *Retrievability:* Sequenced by system identification code.

STC/ISD-500
Geocartographics
Description: The geocartographics centre consists of a multidisciplinary team which offers computer assisted drafting, graphics, cartography and geography services. Its records consist of correspondence, studies and reports related to various aspects of the work of the centre. *Topics:* Determination of inhabited areas; co-ordinate transformation systems; geographically referenced data storage and retrieval system; automated cartography; spatial systems technology; spatial information display system; mapping programs; dot mapping; digitization of area data; perspective view maps; map projections; choropleth maps; polygon encoding methods; projection transformation.

STC/CLS-505
EDP Training
Description: The EDP Training Section, in conjunction with the Departmental Training and Development Section, evaluates the requirements of the agency for EDP training, evaluates and develops courses and co-ordinates the teaching of courses. Records relate to all aspects of EDP training. *Topics:* Data processing; time-sharing; programming and systems analysis; software packages. *Special Access Note:* For information consult the Departmental Training and Development Section of Statistics Canada.

STC/CLS-510
Technical Evaluation
Description: Research into the feasibility and applicability of new EDP technology to the agency's program plans, evaluations of the cost effectiveness of new EDP technology. *Topics:* COM (Computer Output to Microfilm); OCR (Optical Character Recognition); RJE (Remote Job Entry); telecommunications; data storage media; time-sharing; terminals; word processing; page printing; mapping; geocoding.

STC/CLS-515
EDP Standards and Procedures
Description: Records related to standards and procedures applicable to EDP functions. *Topics:* Planning; project development and control; EDP services; procurement of goods and services; hardware; software; security; standards; training; documentation; maintenance of programs and systems; data capture; software support; data storage; archiving of machine-readable material; general data administration.

STATISTICS CANADA

STC/MCC-517
Computer Services (New)
Description: Records related to information on computer hardware and software; operation of computer equipment and the administrative procedures used within the Main Computer Centre.

STC/GEO-520
Geography Division
Description: Records related to geographically referenced data; current census boundaries; and specifications for maps and bulletins. *Topics:* Municipal boundaries; street networks, names, address ranges; geographic concepts; geographical reference data; geostatistical areas — provinces, census divisions, counties, regional municipalities, regional districts, cities, towns, villages, townships, census tracts, census metropolitan areas, enumeration areas; postal codes; street indexes for large (50 000 +) urban areas; enumeration area maps; geostatistical area maps. *Storage Media:* Enumeration area maps held on microfilm for the 1971 and 1976 Census and on hard copy (paper) format for 1981 and 1986.

STC/BUS-525
Business Profiles
Description: Records related to the maintenance of the Business Register and the structure of reporting units. *Topics:* Business Register specifications; profiles of establishments; up-to-date names and addresses of businesses; profiling procedures. *Storage Medium:* Some material held on microfilm and microfiche.

STC/BUS-530
Taxation Data
Description: Records related to the accessing of statistical data from taxation records of incorporated and unincorporated businesses. *Topics:* Access to T1 and T2 Tax Returns; use of tax data for statistical purposes.

STC/STD-535
Standards
Description: Correspondence, research and background papers related to the production of standard classifications and concepts. *Topics:* Standard geographical classification; social concepts directory; principal commodity groups; standard commodity classification; standard classification of services; international standard classifications; standard occupational classification; standard industrial classification; industrial company classification; Statistical Data Documentation System; Statistical Units; profiling.

STC/FCG-537
Information Collection Review Files (New)
Description: Contains records of contacts for review of federal government information collection plans, and requests for consultation on plans from non-government organizations. Records describe plans, review action taken, comments provided and recommendations for approval of collection plans.

STC/FCG-538
Common Services Requests (New)
Description: Contains records for statistical services under the Common Services policy which were directed to the group for handling. Records describe requests, referral actions taken and disposition of the request.

STC/FCG-539
BIN Inventory Data Base (New)
Description: Contains records of federal government information collection approved by Treasury Board and undertaken by federal departments. Records describe the nature of the collection and its content.

STC/SVM-540
Methodology
Description: The records relate to methodological issues and research on survey design, estimation techniques and methods in analysis of data from complex surveys. *Topics:* Planning; work plans; work programs; editing; imputation; faulty and missing data; quality control; record linkage; sample design; estimation procedures; methods of analysis with data from complex surveys and other survey methods research. *Storage Medium:* Some material held on microfiche.

STC/BSM-545
Business Survey Methods Division
Description: The records relate to survey, design and methodology issues and problems relating to business surveys. *Topics:* Concepts; definitions; index formulation; survey design and estimation; quality control; methodology of sampling frames; data linkage techniques; estimation procedures; data edit and imputation; outlier detection and correction; confidentiality; data quality (sampling and non-sampling errors); methods for the analysis of survey data.

STC/SAD-550 *Formerly Identified as:* STC/ADD-550
Administrative Data
Description: Records relate to the administrative data development studies conducted by the division. *Topics:* Social data; sub-provincial data; labour force; migration; income.

STC/SAD-555 *Formerly Identified as:* STC/SAD-560
Small Area Data
Description: The Small Area Data base, publicly accessible through the CANSIM Cross-Classified System, will contain socio-economic and demographic data for sub-provincial geographic areas. These data come from sources within, and external to, Statistics Canada.

STC/TSR-560 *Formerly Identified as:* STC/TSR-555
Time Series
Description: The records relate to fundamental research on seasonality and time-series analysis. *Topics:* Time series; short series; Box-Jenkins (ARIMA) forecasting models; tests; indirect adjustment; seasonality; interpolation; benchmarks; polynomial seasonal adjustment methods; filters; X-11-ARIMA.

STC/COM-565
Communications and Operations Field Operations
Description: General operations relating to the overall functions of the field.

STC/CMN-570
Communications (New)
Description: Records related to communications with federal, provincial and municipal governments and agencies, with Parliament, business, labour, academics, institutions, media and the general public; to the production of various reference products including the *Canada Year Book*, the *Canadian Handbook* and the *Statistics Canada Daily*.

STC/PUB-575
Publications (New)
Description: Records related to the production, sales and marketing of Statistics Canada's publications.

STC/COD-580
CANSIM (New)
Description: Records related to the maintenance, updating, marketing and utilization of the CANSIM data bases; to the development of new data content, and new data storage, retrieval and delivery facilities; to the development of meta data systems; and to the *Canadian Statistical Review*.

STC/OAD-585
Operations Analysis (New)
Description: Records related to the review and analysis of internal operations and services of Statistics Canada.

STC/REP-590
Regionalization Planning (New)
Description: Records related to the planning and implementation of regionalization programs.

STC/HOP-595
Operations (New)
Description: Records related to the development and ongoing work of the Operations Sub-Division including the statistical production operations of classification, coding, editing and other related functions.

STC/OPA-600
Operations Automation (New)
Description: Records related to the use of technology to improve the operational performance of Statistics Canada.

STC/MAN-605 *Formerly Identified as:* STC/MAN-570
Management Services Field Operations
Description: Records relate to the overall functions of the field.

STC/CAD-610
Corporate Assignments (New)
Description: Records related to the operations of the division including assignment proposals, employee applications and assignment agreements.

STC/DAC-615 *Formerly Identified as:* STC/DAC-575
Data Access
Description: Records relate to requests received under the *Access to Information and Privacy Acts;* agreements with other federal government departments, provincial governments, municipalities or other corporations for the joint collection or sharing of data and the discretionary disclosure of information pursuant to the *Statistics Act*.

STC/CPM-620
Corporate Planning (New)
Description: Records related to the development and improvement of the departmental planning system; the co-ordination of the development and assessment of corporate planning objectives and priorities; the formulation of alternative strategies for obtaining these objectives; the devising of plans of action reflecting such intentions in the medium and longer-term.

STC/CPM-625
Management Systems (New)
Description: Records related to the development and co-ordination with other functional areas within the Department, systems for management to facilitate accountability, improve planning, provide information needed for decision-making and to permit quality assessments and objective reporting on the status of large-scale organizational projects and service improvements.

STC/FPS-630
Financial Policies and System (New)
Description: Records related to the development, design, implementation and review of departmental policies, systems and procedures.

STC/FIN-635 *Formerly Identified as:* STC/FIN-580
Financial Operations
Description: Records relate to expenditure and revenue transactions, the financial management information system, recoverable projects accounting, contract administration and general accounting services.

STC/OPP-640
Operational Planning and Programming (New)
Description: Records related to the management of the departmental operational planning system and the preparation of a multi-year operational plan and current-year work planning processes and associated budgets.

OFFICE OF THE CO-ORDINATOR, STATUS OF WOMEN

Chapter 94

OFFICE OF THE CO-ORDINATOR, STATUS OF WOMEN

OFFICE OF THE
CO-ORDINATOR,
STATUS OF WOMEN
(OSW)

005 Committees
010 Meetings
015 Status of Women — General
020 National, Provincial and International Associations
025 Federal Agencies
030 Federal Government Departments
035 Federal/Provincial Relations
040 Foreign Countries
045 International Organizations
050 Acts and Legislation
055 Women and the Family, Children and Day Care
060 Women in Public Life

ACCESS TO INFORMATION
CO-ORDINATOR
STATUS OF WOMEN CANADA
151 SPARKS STREET
ROOM 1005
LA PROMENADE BUILDING
OTTAWA, ONTARIO
K1P 5E3

OFFICE OF THE CO-ORDINATOR, STATUS OF WOMEN

Background

In 1967, the Government of Canada, seeking to respond to the difficulties faced by women in Canada, established a Royal Commission on the Status of Women (RCSW). In 1970, the RCSW tabled its report to Parliament containing 167 recommendations for federal and provincial governments. In 1971, Canada named a Minister Responsible for the Status of Women and set up a Co-ordinator's Office within the Privy Council Office. In addition, in 1975, during International Women's Year a special Secretariat was set up to promote the role of women, and special information and educational programs were instituted across Canada to explain the situation of Canadian women. In 1976, the Office of the Co-ordinator, Status of Women was removed from the Privy Council Office, was named a department under Order-in-Council P.C. 1976-779 and became known as Status of Women Canada.

Overall Responsibilities

The objective of the program is to ensure that the federal government carries out its commitment to equality between women and men and to ensure that equal opportunities for women in all spheres of Canadian life are promoted. This is achieved through:

- systematic analysis for the Minister of the impact on women of proposals, especially proposals for policy, legislative and program change;
- co-ordination of policy analysis on an interdepartmental, federal-provincial and international level so that policy recommendations to improve the status of women can be proposed to Cabinet by the Minister Responsible for the Status of Women; and
- communication with women's groups, non-government organizations and the general public on government priorities and issues of concern to women.

The program is delivered by performing three functions which are reflected in its organization. They are: Policy Analysis/Development and Co-ordination, External Relations and Public Information/Communications.

Access Procedures

All formal requests under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator
Status of Women Canada
151 Sparks Street
Room 1005
La Promenade Building
Ottawa, Ontario
K1A 1C3
Telephone: (613) 995-7835

Office of the Co-ordinator

Policy Analysis/Development and Co-ordination

This function involves the systematic analysis of the impact of existing government programs on women and the review of proposals for new or revised programs, policies and legislation with regard to their impact on women. Policy analysis and development is carried out at the federal level as well as in co-operation with provincial and territorial governments and government bodies.

External Relations

This function consists of ongoing consultations with women's groups, academics, and other groups and individuals at all levels interested in women's affairs in Canada's and abroad, and is aimed at informing the Minister of the current environment and assisting these groups and individuals in their contacts with the federal government. Status of Women Canada also represents Canada on the United Nations Commission on the Status of Women; the Working Party on the Role of Women in the Economy of the Organization for Economic Co-operation and Development; the Organization of American States' Status of Women Commission; and the Women in Development Program of the Commonwealth Secretariat.

Public Information/Communications

This function informs women's groups and the general public of federal priorities and programs relating to the status of women by assisting the Minister in the preparation of speeches, correspondence, and media briefings. It also consists of media analysis, answering queries from the public, and developing and issuing publications related to government programs and activities on women's issues, and organizing special events for women.

Classes of Records

OSW/OSW-005 *Formerly Identified as:* OSW/OSW-020
Committees
Description: Contains material relating to the establishment of or participation in committees and working groups; interdepartmental and intergovernmental committees. *Topics:* Year of the Child; sexual harassment; day care; family violence; human rights; victims of crime; Year of the Disabled, 1981; women and aging; family benefits.

OSW/OSW-010 *Formerly Identified as:* OSW/OSW-030
Meetings
Description: Contains material on fuctions; agendas; minutes; reports and participation in conferences by Status of women Canada. *Topics:* Human Rights; Federal/Provincial meetings of Ministers Responsible for the Status of women; Constitutional conference; Immigrant Women's conference.

OSW/OSW-015
Status of Women — General (New)
Description: Contains material relating to the establishment of Status of Women, its functions, policies and procedures.

OSW/OSW-020 *Formerly Identified as:* OSW/OSW-005
National, Provincial and International Associations
Description: Contains material relating to activities of national, provincial and international voluntary women's associations.

OSW/OSW-025 *Formerly Identified as:* OSW/OSW-005
Federal Agencies
Description: Contains material on co-operation and liaison activities with federal government agencies, boards, commissions, corporations and councils. *Topics:* Monitors program activities relating to women's issues; appointments of women; funding priorities.

OSW/OSW-030 *Formerly Identified as:* OSW/OSW-010
Federal Government Departments
Description: Correspondence between departments to ensure program objectives which promote women are met. *Topics:* Employment programs; employment services; maternity benefits; affirmative action; day care; family violence; health promotion; Canada Assistance Plan; female offenders.

OSW/OSW-035 *Formerly Identified as:* OSW/OSW-030
Federal/Provincial Relations
Description: Contains material relating to co-operation and liaison activities with federal and provincial departments and responsibility

centres and on programs to provide equality of status between men and women.

OSW/OSW-040 *Formerly Identified as:* OSW/OSW-035
Foreign Countries
Description: Contains information on co-operation and liaison with foreign countries concerning the advancement and equality of women throughout the world.

OSW/OSW-045 *Formerly Identified as:* OSW/OSW-040
International Organizations
Description: Contains information on the advancement of women throughout the world and material on related programs to promote equality of women including UN, OECD, Commonwealth. *Topics:* UN Conventions and Declarations; International Conferences; UN Human Rights; world Program of Action; Employment of Women in Agencies; World Assembly on Aging; 1980 Conference on Decade for Women (Copenhagen); 1985 Conference on Women (Nairobi).

OSW/OSW-050 *Formerly Identified as:* OSW/OSW-015
Acts and Legislation
Description: Contains information on legislative measures to amend or revise individual acts. *Topics: Charter of Rights and Freedoms; Unemployment Insurance Act;* various pension acts; *Criminal Code; Canadian Human Rights Act; Divorce Act; Indian Act.*

OSW/OSW-055

Women and the Family, Children and Day Care (New)

Description: Contains material of a general nature concerning women in the family; women as single parents; violence against women; also includes information on child care; rights of children; abuse of children.

OSW/OSW-060 *Formerly Identified as:* OSW/OSW-025

Women in Public Life

Description: Contains material on women in public life; women in research; women in the economy; women in arts and culture; women in politics; women in professions. *Topics:* Alcoholism; women and aging; occupational health and safety; access to banking and credit; women business owners or entrepreneurs; women in the labour force; equal pay for work of equal value; sexual harassment; technological change; pensions.

THE ST. LAWRENCE SEAWAY AUTHORITY

Chapter 95

THE ST. LAWRENCE SEAWAY AUTHORITY

THE ST. LAWRENCE SEAWAY AUTHORITY (SLS)

CORPORATE PLANNING BRANCH, PLANNING AND DEVELOPMENT DIVISION (CPB)

005 Security

OPERATIONS MAINTENANCE BRANCH (OMB)

010 Navigation
015 Hydraulics
065 Bridges
070 Locks
080 Canals

FINANCE AND ACCOUNTING BRANCH, TOLLS AND STATISTICS SECTION (FAB)

020 Traffic
025 Transit Declaration Forms (Cargo and Passengers)

FINANCE AND ACCOUNTING BRANCH, ACCOUNTS RECEIVABLE SECTION (FAR)

030 Traffic Accounts Receivable Invoices
035 Traffic Pre-Clearance Forms

OPERATIONS DIVISION, EASTERN REGION (ODE)

040 Telecommunications
045 Operations Source Documents, Eastern Region
050 Traffic Control Centre Tape Recordings, Eastern Region

ENGINEERING AND MAINTENANCE DIVISION, EASTERN REGION (EME)

055 Electric Plants

THE ST. LAWRENCE SEAWAY AUTHORITY

OPERATIONS DIVISION, WESTERN REGION

(ODW)

- 040 Telecommunications
- 045 Operations Source Documents, Western Region
- 050 Traffic Control Centre Tape Recordings, Western Region

ENGINEERING AND MAINTENANCE DIVISION, WESTERN REGION

(EMW)

- 055 Electric Plants
- 100 Soil Mechanics and Foundation Engineering
- 105 Concrete Control
- 115 Welland Canal Twinning Project Contractors' Association

ACCESS TO INFORMATION
CO-ORDINATOR
ST. LAWRENCE SEAWAY AUTHORITY
PLACE DE VILLE
TOWER A
320 QUEEN STREET
OTTAWA, ONTARIO
K1A 5A3

ENGINEERING SERVICES BRANCH

(ESB)

- 060 Remedial Works and Public Services
- 065 Bridges
- 070 Locks
- 075 Planning and Development by Other Agencies
- 080 Canals
- 085 Hydraulic Models
- 090 Construction Features
- 095 Power Development
- 110 Plan Records

THE SEAWAY INTERNATIONAL BRIDGE CORPORATION, LTD.

(SIB)

- 120 The Seaway International Bridge

JACQUES CARTIER AND CHAMPLAIN BRIDGES, INC.

(JCB)

- 125 Jacques Cartier Bridge
- 130 Champlain Bridge

THE ST. LAWRENCE SEAWAY AUTHORITY

Background

The St. Lawrence Seaway Authority (SLSA) was established in 1954 by the *St. Lawrence Seaway Authority Act*, and is designated a proprietary corporation (Schedule C, Part I) within the meaning and purpose of the *Financial Administration Act*.

Overall Responsibilities

The Authority was incorporated to ensure:

- acquisition of lands for, and the construction, maintenance and operation of all such works as may be necessary to provide and maintain, alone or in conjunction with an appropriate authority in the United States, a deep waterway between the Port of Montréal and Lake Erie;
- construction, maintenance and operation of all such works as the Governor-in-Council may deem necessary to fulfil any obligation undertaken pursuant to any present or future agreement;
- acquisition of lands for, and construction, maintenance and operation, alone or in conjunction with an appropriate authority in the United States, of bridges connecting Canada with the United States as authorized by the Act; and acquisition, with the approval of the Governor-in-Council, of shares in or property of any bridge company, as well as operation and management of these bridges; and
- acquisition of lands for, and construction or acquisition, maintenance and operation of such works or other property as the Governor-in-Council may deem necessary for works undertaken pursuant to the Act.

The objectives of the St. Lawrence Seaway Authority support the basic objective of the Canadian Marine Transportation Administration to provide safe, efficient facilities and services for waterborne commerce and marine operations, and include:

- the provision, operation and maintenance of an efficient deep waterway, assuring through navigation to the head of the Great Lakes;
- recovery of the costs required to operate this waterway;
- development and enforcement of regulations and standards to ensure safe and efficient movement of marine traffic, proper supervision and control of vessel operations, and protection of the environment; and
- assessment, on a continuous basis, of the need for improvements to the seaway system.

The Act confers various powers on the Authority, including the power to borrow money and produce revenue by levying tolls for the use of the deep waterway.

In 1976, the financial structure of the St. Lawrence Seaway Authority was revised. In 1978, under the terms of a joint agreement with the United States Saint Lawrence Seaway Development Corporation, a new tariff of tolls was implemented, with increases being phased in over three years. These actions were designed to put the Authority on a self-supporting basis, although since 1980 it has been necessary to negotiate further toll increases with the United States to maintain self-sufficiency as required by Cabinet.

The Authority has operating responsibility for locks in two canal sections. It also operates numerous tunnels, bridges and ancillary structures. For operational and management purposes, the deep waterway is divided into two sections.

The Montréal-Lake Ontario eastern section includes seven locks which raise marine traffic a total of 68 meters. Five of the locks are located in Canada while two are in the United States. The latter are operated and maintained by the United States Saint Lawrence Seaway Development Corporation.

The Welland Canal western section includes eight locks between Lake Ontario and Lake Erie — three of which are twinned — which raise marine traffic a total of 99 meters. This section was transferred from the Department of Transport to the Authority in 1959 and deemed to be part of the deep waterway system. Since 1959, the Authority has deepened the canal, constructed tunnels under it, built a new by-pass channel around the City of Welland and made many other improvements designed to increase the efficiency of the system.

Organization

The three members of the Authority as well as Legal Services, Corporate Planning, and Planning and Development are located in Ottawa. Central services, located in Cornwall, Ontario include operations and maintenance, personnel and administration, and finance. The headquarters of the eastern section, which extends from Montréal to Lake Ontario, is in St. Lambert, Québec. The Engineering Services Branch is also located there. The western section, which operates the Canadian-owned Welland Canal, is in St. Catharines, Ontario.

The *St. Lawrence Seaway Authority Act* was amended in 1956 to give the Authority the power to incorporate subsidiaries. There are now three: the Seaway International Bridge Corporation, Ltd., the Great Lakes Pilotage Authority, and the Jacques Cartier and Champlain Bridges Incorporated.

The Seaway International Bridge Corporation, Ltd., successor to the Cornwall International Bridge Company Ltd., was incorporated by Letters Patent under the *Canada Companies Act* on November 13, 1962 and received its certificate of continuance under the new *Canada Business Corporations Act* on February 20, 1980. Its head office, located in Cornwall, Ontario, operates and manages an international toll bridge system between Cornwall, Ontario and Rooseveltown, New York, on behalf of the owners — the St. Lawrence Seaway Authority of Canada and the United States Saint Lawrence Seaway Development Corporation.

The Great Lakes Pilotage Authority was created under the *Pilotage Act*. The objectives of this Authority are to establish, operate, maintain and administer a pilotage service in the province of Québec, south of the northern entrance to St. Lambert Lock, and all Canadian waters in and around the provinces of Ontario and Manitoba. Its head office is located in Cornwall, Ontario which is also the location of its eastern region office. Its western region office is located in St. Catharines, Ontario.

The Jacques Cartier and Champlain Bridges, Inc. received its certificate of incorporation under the *Canada Business Corporations Act* on November 3, 1978. The administration and control of the Jacques Cartier Bridge, the Champlain Bridge and a portion of the Bonaventure Autoroute in the Montréal area were transferred to this corporation from the National Harbours Board (Ports Canada) by Order-in-Council P.C. 1978-3139, dated October 12, 1978, as amended, effective December 1, 1978. Its head office is located in Ottawa, Ontario and its chief place of business is at Longueuil, Québec.

In addition to the foregoing, by virtue of P.C. 1976-2407 of September 28, 1976, the St. Lawrence Seaway Authority has been entrusted with the maintenance and operation of the Canadian span of the Thousand Islands Bridge over the St. Lawrence River between Landsdowne, Ontario and Collins Landing, New York, including all appurtenant structures and property located in Canada.

By the terms of an agreement dated March 1, 1977, between the St. Lawrence Seaway Authority and the United States Thousand Islands Bridge Authority, the latter operates as an agent of the Authority for that portion of the Thousand Islands Bridge which lies in Canada and is under control of the St. Lawrence Seaway Authority.

Reading Rooms

Reading rooms are located as follows and are open during normal office hours, Monday through Friday excepting statutory holidays.

ST. LAWRENCE SEAWAY AUTHORITY

Ottawa Head Office
Place de Ville
Tower "A"
320 Queen St. Floor 18
Ottawa, Ontario

Cornwall Headquarters
202 Pitt St.
Cornwall, Ontario

Eastern Region and Engineering Services Branch
Administration Building
St. Lambert Lock,
St. Lambert, Quebec

Western Region
508 Glenmore Ave.
St. Catherines, Ontario

THE SEAWAY INTERNATIONAL BRIDGE CORPORATION LTD.

Administration Building
Cornwall Island
Cornwall, Ontario

THE JACQUES CARTIER AND CHAMPLAIN BRIDGES INCORPORATED

Bienville Complex
Room 630
1000 de Sérigny
Longueuil, Quebec

Access Procedures

All formal access requests to both the St. Lawrence Seaway Authority and the Seaway International Bridge Corporation, Ltd. under the *Access to Information Act* should be directed to

Access to Information Co-ordinator
The St. Lawrence Seaway Authority
Place de Ville
Tower A
320 Queen Street
Ottawa, Ontario
K1R 5A3
Telephone: (613) 598-4605

Corporate Planning Branch

This branch is responsible for applying a systematic approach to clarifying corporate objectives, making strategic decisions and checking progress towards the objectives. Corporate objectives are the objectives for the organization as a whole and not for parts of it. Strategic decisions are decisions which affect the organization as a whole over a long period of time. Specific responsibilities, outlined below, are carried out between two sections.

Corporate Planning Section

— preparation of specific corporate plans for fiscal periods;

— participation in the formulation of financial policies;

— development of strategies for improving productivity;

— liaison with central agencies and government departments;

— development of sensitivity to Seaway users' needs;

— development and implementation of performance measurement indicators; and

— participation in the improvement of internal communications including the distribution of business news.

Economics Section

— Data Collection — identification and collection of statistical data and information related to the Seaway economic program.

— Database — development, maintenance and update of a database to store, review and analyze data related to the Seaway economic program.

— Economic Market Analysis — performance of macroeconomic and regional market analyses to determine commodity flows along the Seaway.

— Traffic Forecasting — preparation and update of short- and long-range traffic forecasts for commodities moving through the Seaway.

— Tolls and sensitivity analyses — monthly and annual toll revenue estimates. These include determination of optimum toll increases to satisfy revenue needs.

— Other economic studies — assessments of the regional impacts of the Seaway. These include benefit-cost analyses, feasibility studies and the evaluation of reports and proposals related to the economic program of the seaway.

Planning and Development Division

This division is responsible for the continued planning of conventional improvements to the Seaway system; for major studies on hybrid incremental twinning proposals for the Welland Canal and associated engineering analyses; for feasibility studies, and for cost-benefit studies related to these programs. The division is also responsible for liaison with the Canadian Coast Guard and the United States Saint Lawrence Seaway Development Corporation, and for co-ordinating such studies under their control as season extension and precise navigation systems. The division provides an interface with the Canadian marine transportation administration research and development group, and performs the emergency planning tasks required by the Department of Transport, under the umbrella of NATO.

Operations and Maintenance Branch

The branch monitors system performance to detect trends, and monitors capacity policy factors; participates in the development of capacity demand policies and the generation and evaluation of proposals related to the capacity/demand balance; and initiates and/or participates in the design and implementation of new operational programs related to capacity and day-to-day operation.

The branch administers programs related to Seaway regulations vessel speed programs, operating procedures, maintenance policies and procedures, operational and maintenance staffing requirements, the transportation of dangerous goods, pollution matters, accident investigations, hydraulic and climatic matters, operational and maintenance feasibility studies, and capital and other budgets. It provides support to the Authority and regions in operational and maintenance related matters and provides liaison with users and other marine entities both in Canada and the United States.

Manuals

- Seaway Handbook — contains regulations and information
- Operating Manuals — provide detailed operating procedures for structure and traffic control operations, emergency procedures

- Operations Memoranda — provide general operational guidelines and policies
- Maintenance Manuals — provide detailed procedures and practices

Finance and Accounting Branch

Tolls and Statistics Section

This section compiles data on movement of vessels within the Seaway, receives information on these movements from agents who have assumed responsibility for the payment of tolls, and subsequently assesses tolls and issues a tolls invoice. As an offshoot of this billing procedure, statistics are gathered concerning vessel movements and the cargo carried by them.

Manuals

- Seaway Handbook — includes tariff of tolls
- Commodity, Port and Country Code Book — lists all numerical codes for ports, countries of registry and commodities
- Agent Code Manual — contains listing and numerical codes for all vessel agents
- Tolls and Statistics Users Manual — contains all operations of the EDP system as it applies to tolls and statistics

Accounts Receivable Section

This section is responsible for pre-clearance of all vessels using the Seaway facilities and the recovery of all toll accounts owed to the Authority.

Manuals

- Seaway Handbook — includes tariff of tolls
- Lloyd's Register of Ships — contains all data on the physical characteristics of ships, such as length, width, etc.
- Accounts Receivable User's Manual — contains all operations of the EDP system as it applies to accounts receivable

Operations Division, Eastern Region

This division administers the movements of vessels in the St. Lawrence River, from Montréal to Lake Ontario, through the operation of a vessel traffic control centre and several structures, locks and bridges. As well, this division ensures that vessel transits are safe, efficient and expedient in accordance with Seaway regulations, policies and programs, regional operating procedures and applicable federal statutes.

Manuals

- Seaway Regulations — lists rules governing vessel transits
- Operations Manual — contains instructions and procedures for the operation of structures
- Traffic Control Manual — describes instructions and procedures on vessel traffic control
- Regional Instructions — lists regional administrative procedures and instructions
- Clerk's Manual — describes procedures and instructions for operations and communications clerks

Engineering and Maintenance Division, Eastern Region

This division is responsible for making the regional structures available so as to permit the most efficient, continuous movement of vessel traffic. It also establishes systems to provide regular preventive maintenance.

Manuals

- Maintenance Procedures
- Operating Procedures
- Contingency Plans for Shipping Emergencies
- Drafting Procedures
- Mechanical Maintenance Procedures
- Lubrication Procedures

Engineering Services Branch

The primary function of the branch is to ensure the integrity and reliability of all lock and canal installations and permit efficient and continuous operation of the Seaway using a highly trained, multi-disciplined staff to deal with civil, mechanical and electrical engineering design requirements, maintenance and repair; to prepare construction contract specifications for structures and facilities of the eastern and western regions and all branches of the Authority; and to offer engineering services to the Jacques Cartier and Champlain Bridges Incorporated, the Thousand Islands Bridge Authority, federal and provincial government departments, standards associations and outside consultants.

Manuals

- Standards Manuals and Specifications (Canadian Standards Association, American Society for Testing and Materials, Canadian Institute of Steel Construction) — specifies design criteria and procedures for civil, mechanical, electrical and structural installations
- Engineering Services Branch Co-ordinators — outlines procedures and practices to be followed by project co-ordinators
- Engineering Services Branch Drafting Manual — outlines procedures and practices to be followed by draftspersons

Operations Division, Western Region

The division is responsible for the efficient manning of the vessel traffic control centre and other operating structures to ensure a safe, efficient and expedient movement of vessel traffic in accordance with Authority policy, programs, procedures, approved budgets and applicable federal statutes. The division is also involved in liaison with the shipping trade, United States and Canadian government agencies involved in the operation of the Seaway.

Manuals

- Traffic Control — provides operating procedures for traffic control operations
- Operations — provides operating procedures for structures operations
- Accident Incident and Violation Reporting Procedures — provides instructions for the reporting of accidents, occurring within Authority jurisdiction

Engineering and Maintenance Division, Western Region

The division is responsible for the continuous availability and reliable operation of all structures and Seaway facilities of the western region of the St. Lawrence Seaway Authority (SLSA) to ensure safe and expedient movement of vessel traffic in accordance with Authority policy, programs and service objectives. This is achieved by establishing both basic short- and long-term objectives for the division encompassing the essential maintenance, rehabilitation and improvement projects to be carried out.

Manuals

- Contracts Manual — Ministry of Transportation and Communications (Ontario)
- Engineering and Design Standards
- Canadian Standards Association — Standards
- Canada Building Code
- Canada Labour Code
- Canada Electrical Code
- SLSA Regional Marine Contingency Plan
- Canadian Coast Guard Marine Contingency Plan, Central Region
- Standby Manual
- Electrical Preventive Maintenance Manual
- Mechanical Preventive Maintenance Manual
- Rigging Handbook
- The Welland Ship Canal — collection of articles on the construction of the fourth Welland Canal
- Operations Manual
- User's Manual — Maintenance Management Information System

Welland Canal Twinning Project Contractors' Association Office

This now-defunct association was formed to ensure a stable labour environment in the trades working on the Welland Canal By-pass Project between 1964 and 1974. Although the office was abolished in 1974 the records created are still available.

Manuals

- Contractors' Association General, Labour Relations — collective agreements in force at that time

THE SEAWAY INTERNATIONAL BRIDGE CORPORATION, LTD.

Background

The Seaway International Bridge Corporation, Ltd., successor to the Cornwall International Bridge Company, Ltd., was incorporated by letters patent under the *Canada Companies Act* on November 13, 1962, and received its certificate of continuance under the new *Canada Business Corporations Act* on February 20, 1980. This Crown corporation is designated a proprietary corporation (Schedule D) within the meaning and purpose of the *Financial Administration Act*. The company operates and manages an international toll bridge system between Cornwall, Ontario and Rooseveltown, New York, on behalf of the owners — the St. Lawrence Seaway Authority of Canada and the United States Saint Lawrence Seaway Development Corporation. Its head office is located in Cornwall, Ontario.

Access Procedures

All formal access requests to the Seaway International Bridge Corporation, under the *Access to Information Act* should be directed to

Access to Information Co-ordinator
The Seaway International Bridge Corporation, Ltd.
c/o The St. Lawrence Seaway Authority
Place de Ville, Tower A
320 Queen Street
Ottawa, Ontario
K1R 5A3
Telephone: (613) 598-4605

THE JACQUES CARTIER AND CHAMPLAIN BRIDGES INCORPORATED

Background

The Jacques Cartier and Champlain Bridges Incorporated received its certificate of incorporation under the *Canada Business Corporations Act* on November 3, 1978. The administration and control of the Jacques Cartier Bridge, the Champlain Bridge and a portion of the Bonaventure Autoroute in the Montréal area was transferred to this Corporation from National Harbours Board (Ports Canada) by Order-in-Council P.C. 1978-3139, dated October 12, 1978, as amended, effective December 1, 1978. The Corporation's head office is located in Ottawa, Ontario and its chief place of business is at Longueuil, Québec.

The Jacques Cartier Bridge, which opened to traffic as a toll bridge in 1930, was constructed pursuant to a tripartite agreement between the Montréal Harbour Commissioners, the Québec government and the City of Montréal. The debt outstanding in 1936 was transferred to the National Harbours Board. This bridge has been toll-free since 1962.

The Champlain Bridge was constructed during the years 1958-1962 with the objective of achieving financial viability through the payment of tolls. It was financed by loans and advances from Canada to the National Harbours Board.

Overall Responsibilities

The corporation was established to provide the public with safe and efficient transit over the Jacques Cartier Bridge, the Champlain Bridge and a portion of the Bonaventure Autoroute in Montréal, Québec; and to provide this service while making every effort possible to make the bridges completely self-financing.

Specific objectives of the corporation are:

— to continue the implementation of a program to maintain the bridges and the autoroute at an acceptable standard;

— to ensure operational safety and the efficient flow of traffic;

— to assess the need for improvements to the system and plan for their implementation;

— to develop a long-term financial plan and recommend to cabinet a toll structure which will enable the Jacques Cartier and Champlain Bridges Incorporated to achieve financial self-sufficiency;

— to rationalize the capital structure of the corporation by seeking the deletion of its $111 million debt to the Crown; and

— to examine its personnel requirements on a continuing basis to ensure the optimum utilization of human resources.

Access Procedures

All formal access requests to the Jacques Cartier and Champlain Bridges Incorporated under the *Access to Information Act* should be directed to

Access to Information Co-ordinator
The Jacques Cartier and Champlain Bridges Incorporated
c/o The St. Lawrence Seaway Authority
Place de Ville, Tower A
320 Queen Street
Ottawa, Ontario
K1R 5A3
Telephone (613) 598-4605

Manuals

- Contract Administration for Project Managers Manual
- Canadian Standards Association — Standards

- Canada Electrical Code
- Canada Labour Code
- Canada Building Code
- Purchase Manual
- DSS Customer Manual
- Québec Highway Safety Code
- General Instructions on Highway Signalization, Québec
- Québec Worker's Compensation Act
- Canadian Uniform Traffic Control Devices Manual
- Preventive Maintenance Manual — Electricity

Classes of Records

SLS/CPB-005
Security
Description: Information on the physical security of Authority buildings, installations or facilities; also correspondence related to special policy, passes (visitors and servicing); liaison with Emergency Planning Canada to provide assistance in emergency conditions and civil defence planning actions. *Topics:* Passes; Seaway structures and premises; Emergency Planning Canada.

SLS/OMB-010
Navigation
Description: Information on all aspects of navigation within the Seaway, including navigation rules and regulations, studies on shipping season extension, acceptable ship equipment for Seaway transit, traffic control, enforcement of ship speed restrictions, study of ice and its formation within the Seaway, performance analysis of the structures forming the Seaway and ship files. *Topics:* Navigation rules and regulations; navigation channel; aids to navigation; shipping associations; vessel dimensions; traffic control signal lights and warning signs; traffic control; equipment for vessels; vessel speed; operation procedures; water pollution; channel maintenance; navigation season; pilotage; Canadian and United States navigation season extension studies; meteorological data; ice studies; marine shunter program; navigation research and development; operational data analysis; Welland Traffic Control Improvement Program; individual ship files containing information on the physical characteristics of the ship, dimensions, plans and drawings; inspection, incident, occurrence and accident reports. *Retrievability:* Ship Files – one group arranged by pre-clearance number, another by ship name; new hulls by shipyard name.

SLS/OMB-015
Hydraulics
Description: Information on the gauging of water levels at points along the Seaway; measurement of water flow; water and air temperatures. *Topics:* General hydraulics; water levels (gauging); discharges; diversions; metering; regulation of levels and discharges; backwater data; water and air temperatures; studies and testing.

SLS/FAB-020
Traffic
Description: Information on the establishment or revision of tolls; assessment and collection of tolls; fees for side and top wharfage and heavy lifts; classification or reclassification of cargoes for tolls; pre-clearance arrangements; analysis of traffic and cargoes; compilation of reports and statistics on tolls; studies of potential traffic within the Great Lakes system. *Topics:* Tolls; vessel movements; commodity, cargo and shipping statistics; toll revision; shipping company files; economic studies; charges and tariffs.

SLS/FAB-025
Transit Declaration Forms (Cargo and Passenger)
Description: This form is used in assessing toll charges and bears such details as date of entry, vessel name, port of origin, port of destination, Seaway number, containers, grains carried, number of passengers, type of cargo (bulk or general), locks transited, tolls assessed. Where cargo is carried to or from an overseas port, a copy of the cargo manifest accompanies the transit declaration form. *Retrievability:* Records arranged by vessel number. *Storage Medium:* EDP format for toll assessment, traffic statistics.

SLS/FAR-030
Traffic Accounts Receivable Invoices
Description: Receipted invoices showing the amounts owed and paid to the Authority. *Retrievability:* One copy arranged alphabetically by shipping representative name, and one copy arranged by invoice number.

SLS/FAR-035
Traffic Pre-clearance Forms
Description: These forms are applications for vessel pre-clearance, completed by vessel representatives, giving particulars of the ownership, liability insurance and physical characteristics of the vessel, and guaranteeing payment of the tolls and charges that may be incurred by the vessel. As part of the pre-clearance process, cash, bank letters of guarantee, Government of Canada Bonds or United States Treasury Bonds may be submitted as security. *Retrievability:* Pre-clearance forms are filed by ship number; bank letters of guarantee are filed alphabetically by agent name. *Note:* Pre-clearance forms and bank letters of guarantee are held by the Accounts Receivable Section; bonds are held by the Securities Division of Supply and Services Canada in Ottawa.

SLS/ODE-040
Telecommunications (Eastern Region)

SLS/ODW-040
Telecommunications (Western Region)
Description: Information on the operation, maintenance and study of communications equipment in use within the Seaway. *Topics:* Radiotelephone; teletype and telex; telephone services; public address; alarm systems; television; radar; outages and trouble reports; tape recordings; facsimile; conferences; government telecommunications agency; Department of Transport reports and bulletins.

SLS/ODE-045
Operations Source Documents (Eastern Region)

SLS/ODW-045
Operations Source Documents (Western Region)
Description: Information on vessel movements and structure operation details. *Topics:* Lock log; bridge record; dock tabs; daily call-in sheets. *Retrievability:* Files arranged by form title, then by region and structure (call-in sheets arranged by form title, then region and traffic sector).

SLS/ODE-050
Traffic Control Centre Tape Recordings (Eastern Region)

SLS/ODW-050
Traffic Control Centre Tape Recordings (Western Region)
Description: Tape recordings of radio telephone or landline telephone transmissions for the eastern and western region traffic control centres. *Retrievability:* Tapes arranged chronologically. *Storage Medium:* Magnetic tape. *Note:* Tapes are erased and reused after a 30-day period unless a situation requires retention of a specific tape or tapes for longer.

THE ST. LAWRENCE SEAWAY AUTHORITY

SLS/EME-055

Electric Plants (Eastern Region)

SLS/EMW-055

Electric Plants (Western Region)

Description: Information on electric plants and equipment, and the distribution of electrical energy. *Topics:* Motors and generators; substations; control boards; transmission lines; cables and wires; powerhouses; lighting; power supply; heaters; component parts.

SLS/ESB-060

Remedial Works and Public Services

Description: Information on alteration, removal or relocation of services or utilities resulting from major construction projects undertaken by the Authority. *Topics:* Highways and roads; railways; communication lines; power lines; modification and relocation of transmission lines; sewage and drainage; water supply and intake; pumping stations; gas mains; cemeteries.

SLS/OMB-065

Bridges

SLS/ESB-065

Bridges

Description: Information on the design, construction, alteration, improvement, repair, maintenance, demolition and removal of bridges and tunnels; also the maintenance and repair of equipment associated with these structures. *Topics:* St. Lambert Lower Bridge; Côte St. Catherine Bridge; Honoré Mercier Bridge; Caughnawaga Lower and Upper Bridges; Upper Beauharnois Bridge; St. Louis Bridge; Valleyfield Bridge; Iroquois Bridge; bridges not owned by the Seaway Authority; tunnels; St. Lambert Upper Bridge; Welland Canal bridges. Each file on an Authority-owned bridge is divided into the following standard subjects: construction alterations; maintenance and repairs; bridge ropes; standby power equipment; electrical equipment; operating machinery and mechanical equipment; live roads; rail breaks; highway traffic control and equipment; decking (new and repairs); inspection; painting; abandonment; removal and disposal.

SLS/OMB-070

Locks

SLS/ESB-070

Locks

Description: Information on the design, construction, alteration, improvement, repair and maintenance of locks, lock regulating works, and approach and tie-up walls; also maintenance and repair of equipment associated with these structures, and studies and tests on filling and emptying of locks or the effect of flows from regulating on shipping or lock components. *Topics:* Saint Lawrence Seaway Development Corporation locks; St. Lambert Lock; Côte St. Catherine Lock; Lower Beauharnois Lock; Upper Beauharnois Lock; Iroquois Lock; Welland Canal locks. Each file on an Authority-owned lock is divided into the following standard subjects: construction and alterations; maintenance and repairs; gates; gate machinery; gate ropes; gate painting; gate anchorages; unwatering gates; ship arrestors; machinery; capstans and linehaulers; sills (metre and sector); valves and valve machinery regulating works and equipment; lock ladders; stop logs and stop log handling equipment; approach and tie-up walls; electrical equipment; controls and control systems; lock and wall fendering; filling culverts and ports; de-icing and ice prevention.

SLS/ESB-075

Planning and Development by Other Agencies

Description: Information on engineering advice, assistance or contract administration services provided by the Authority to federal and provincial government departments. *Topics:* Zoning; ports and anchorages; recreation areas; historic sites.

SLS/OMB-080

Canals

SLS/ESB-080

Canals

Description: Information on dredging, maintenance and repair of canals and associated structures and facilities; also the study of proposals for new canals or channels. *Topics:* Welland Canal; Cornwall Canal; Beauharnois Canal; South Shore Canal; canals not Authority-owned; Iroquois Canal; Galop Canal. Each file on an Authority-owned canal is divided into the following subjects: construction and alterations; maintenance and repairs; breakwaters and protection works; culverts; syphons and drains; regulating works and equipment (dams and weirs); emergency dams and guard gates; gate yards; banks and dikes; repair basin and dry dock; bollards; dolphins and mooring posts; pile clusters and fender booms; retaining walls and piers; obstructions (stones, logs, etc.); fencing; winter work program; unwatering; causeway; painting of canal structures; windbreaks; dredging; pondage areas; wharf and dock facilities; shipping capacity and traffic studies; dimensions and draught; excavation; abandonment and closing.

SLS/ESB-085

Hydraulic Models

Description: Information on models which are built to study the effect of projects and to determine ideal design for construction purposes. *Topics:* Hydraulic river models; lock models.

SLS/ESB-090

Construction Features

Description: Information on certain construction projects which were required at the time of the construction of the Seaway. *Topics:* Dams, dikes, banks, retaining walls, weirs.

SLS/ESB-095

Power Development

Description: Information on the development and construction of facilities to generate electrical energy, and related correspondence. *Topics:* International rapids section; channel improvements; Iroquois Dam; Long Sault Dam; Barnhart Powerhouse; rehabilitation; Lachine; Hydro Québec's Projet Archipel; Beauharnois; Carillon; Ontario Hydro Eastern Ontario study.

SLS/EMW-100

Soil Mechanics and Foundation Engineering

Description: Information on all aspects of the engineering analysis, testing and study of soil and its properties. *Topics:* Technical information; equipment enquiries, maintenance and specifications; site exploration, sampling and field measurements; foundation and embankment instrumentation and field measurements, engineering properties of soils and laboratory testing; construction control, excavations and embankments, water and climatic information, foundation and earth pressure problems, engineering geology, soil-cement and soil stabilization.

SLS/EMW-105

Concrete Control

Description: Information on all aspects of the engineering analysis, testing and study of concrete and its properties. *Topics:* Concrete sampling and testing; material sampling and testing; equipment; concrete specifications; inspection.

THE ST. LAWRENCE SEAWAY AUTHORITY

SLS/ESB-110
Plan Records
Description: Information on construction and as-built details of buildings, lock and canal installations, and facilities. *Storage Medium:* Microfilm.

SLS/EMW-115
Welland Canal Twinning Project Contractors' Association
Description: Information on the review and negotiation of labour agreements and the application of labour standards. *Topics:* Industrial relations; labour relations; collective agreement; Welland Canal Construction Council; meetings; public relations; legislation; central employment bureau; associations; labour conditions; construction associations; contractors; contracts.

SLS/SIB-120
The Seaway International Bridge Corporation, Ltd.
Description: Information on the Seaway International Bridge Corporation, Ltd., the Roosevelt Bridge, the South Channel Bridge and the North Channel Bridge and tolls. *Topics:* Roosevelt Bridge (relocation); New York Central Railroad Co. (purchase); Cornwall International Bridge Co. Ltd. (purchase of shares); operation and maintenance; agreement with the United States Saint Lawrence Seaway Development Corporation; South Channel and North Channel Bridges — construction, operation and maintenance, annual inspection, damages, complaints, lighting; tolls, bridge passes, toll collections equipment, toll revisions; reports on traffic statistics; shareholders, directors and management committee meetings.

SLS/JCB-125
Jacques Cartier Bridge
Description: Information about the administration of the Jacques Cartier Bridge. *Topics:* Jacques Cartier Bridge, general; bridge construction; bridge construction contracts; buildings and properties; buildings construction; buildings construction contracts; buildings maintenance and repairs; buildings maintenance and repair contracts; land concessions; land disposal; deeds (acquisition); deeds (case files); easements (case files); leases, licences (case files); letters patent (case files); transfers (case files); lighting system; load limits; maintenance and repairs; maintenance and repair contracts; permits; professional service contracts; power supply; road approaches; roads, north approaches; roads, south shore approaches; service contracts; ambulance; cleaning, snow removal, grass cutting; towing; salt; janitorial; St-Helen's Island; the St. Lawrence Seaway Authority; telephone cables; toll collection; toll collection equipment; tolls; traffic control; traffic statistics; widening of the roadway.

SLS/JCB-130
Champlain Bridge
Description: Information about the administration of the Champlain Bridge (includes a portion of the Bonaventure Autoroute). *Topics:* Champlain Bridge, general; bridge construction; bridge construction contracts; buildings and properties; buildings construction; buildings construction contracts; buildings maintenance and repairs; buildings maintenance and repair contracts; fill; inspection and testing of materials; land concessions; land disposal; deeds (acquisition); deeds (case files); easements (case files); leases, licences (case files); letters patent (case files); transfers (case files); lighting system; load limits; maintenance and repairs; maintenance and repair contracts; permits; professional service contracts; power supply, roads; north approaches, northwest approaches, Bonaventure Autoroute; service contracts; ambulance; cleaning; snow removal; grass cutting; towing; salt; uniforms; janitorial; toll collection; toll collection equipment; tolls (tariff); traffic control; traffic counts, statistics, revenue; traffic signs and supports; water supply; Bonaventure Autoroute; Bonaventure Autoroute, construction of; dealings; fences; reversible lane; road signs; Champlain Bridge sections: section 1A; section 2; sections 2 and 3; sections 2, 4 and 8; section 3; sections 3, 4, 5 and 6; section 4; section 5; sections 5 to 7; section 6; sections 6, 7 and 8; section 7B; section 8.

DEPARTMENT OF SUPPLY AND SERVICES

Chapter 96

DEPARTMENT OF SUPPLY AND SERVICES

DEPARTMENT OF SUPPLY AND SERVICES (DSS)

SUPPLY OPERATIONS SECTOR (SOS)

005 Economic and Market Analysis
010 Method of Supply
015 Project Management
020 Traffic Management
025 Repair, Overhaul, Modification and Maintenance
030 Production Services
035 Publicity and Promotion
040 Product Specifications and Standards
045 Certification Programs for Products and Services

REGIONAL OPERATIONS SECTOR (ROS)

050 Inventory Management
055 Warehousing
060 Retailing
065 Management of Movable Assets
070 Pay Administration Products
075 Pension Administration Products
080 Insurance Administration Products
090 Pay Administration Products

FINANCE, PERSONNEL AND ADMINISTRATION SECTOR (FAS)

095 Financial Analysis
100 Billing
105 Industrial Security
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ACCESS CO-ORDINATOR
SUPPLY AND SERVICES CANADA
PLACE DU PORTAGE
PHASE III, 5B1
HULL, QUÉBEC
K1A 1H2

DEPARTMENT OF SUPPLY AND SERVICES

Background

Created on April 1, 1969, by the *Government Organization Act*, the Department of Supply and Services (DSS) was formed by amalgamating a variety of functions previously dispersed through a number of departments, offices, and bureaus.

The Department is under the direction of a deputy minister.

Laws and Regulations

The Minister is responsible for administering the following Acts:

- Defence Production Act, RSC 1970, c. D-2, as amended
- Department of Supply and Services Act, RSC 1970, c. S-18
- Royal Canadian Mint Act, RSC 1970 c. R-8
- Surplus Crown Assets Act, RSC 1970, c. S-20
- Trading With the Enemy (Transitional Powers) Act, RSC 1947, c. 24, as amended
- Public Service Superannuation Act, RSC 1970, c. P-36 as amended

Organization

The Department is headed by a deputy minister, who is supported by four assistant deputy ministers (Supply Operations, Regional Operations, Finance, Personnel and Administration, and Management and Operational Services); a director general, Program Development and Evaluation; a corporate secretary and a general counsel.

Key Contacts

General Enquiries
Telephone: (613) 997-6363

Library
Telephone: (613) 997-7850

Parliamentary Affairs Office
Telephone: (613) 997-5421

Access to Information Reading Room
Place du Portage, Phase III
5B1
11 Laurier Street,
Hull, Québec
Hours of operation: 08:00 to 17:00
Telephone: (613) 994-5077

Publications Enquiries
Telephone: (613) 997-2560

Access Procedures

Informal access is encouraged in cases where it presently exists. All formal requests under the *Access to Information Act* should be addressed to

Access Co-ordinator
Supply and Services Canada
Place du Portage, Phase III, 5B1
Hull, Québec
K1A 1H2
Telephone: (819) 994-5077

Supply Operations Sector

The Supply Operations sector is responsible for providing common services to other government departments and agencies. These services include requirements definition; acquisitions of goods and services; printing, publishing, film and video services, exhibitions and displays; traffic management services; and advertising management.

Within the acquisitions service, it is the sector's responsibility to procure complex technical engineering and science products and services, as well as those that are of a commercial nature. The sector is also responsible for contracting out research and development requirements and for co-ordinating the unsolicited proposals and public awareness programs.

The sector is divided into five directorates, each with specific responsibilities. The directorates are structured to more closely parallel the operational and engineering organization of the Department's customers, with the objective of improving overall service and response time.

The five directorates which make up the Supply Operations sector are: Aerospace Marine and Electronic Systems; Communications Services; Industrial and Commercial Products; Office Automation, Services and Information Systems; and Science and Professional Services. Their primary role is to provide acquisitions services and focus on total life-cycle management for a specified group of commodities. The organizational structure and representative listing of the type of commodities managed by each is provided below.

AEROSPACE, MARINE AND ELECTRONICS SYSTEMS

This Directorate is responsible for providing Electronics Systems, Aircraft, Logistics, Aerospace Products Support, Marine Inspection and Technical Services, Armoured Vehicles, Marine and Armament Systems, as well as providing support within the commodity group.

It also oversees the operation of a number of Major Crown Projects. For example: Canadian Patrol Frigate(CPF); Canadian Aerospace Systems(CASP); Tribal Class Update Modernization Project(TRUMP); Drone Systems Project(DPS); Low Level Air Defence(LLAD); Ship Replacement Program II(SRP II); Polar 8 Icebreaker Project; Infra-Red Search and Target Designation System(IRT); Recovery, Assist, Secure and Traverse Project (RAST); the Light Armoured Vehicle Project(LAV); the Small Arms Replacement Project(SARP); Canadian Submarine Project (CASAP); CF-18 Project; the New Shipborne Aircraft Project(NSA); the Tactical Command, Control and Communication Systems(TCCCS); the North Warning System Project(NWS); the Radar Modernization Project(RAMP); and the Canadian Towed Array Sonar Systems (CANTASS).

Industrial and Commercial Products

This directorate oversees the operations of three procurement branches, each responsible for the supply management of a grouping of similar products and services. The Consumer Products and Traffic Management Branch is responsible for traffic services; personnel travel and removal services; food; drugs; and clothing and textile products. The Scientific, Electrical, Mechanical and Construction Products Branch is responsible for scientific instruments and laboratory supplies; photographic equipment, construction materials and supplies; construction equipment and tools; and commercially oriented electrical and mechanical products. The Transportation and Energy Products Branch is responsible for land transportation goods (standard and special vehicles); fuels; oils; coal; petroleum lubricants and industrial lubricants. This directorate also oversees the following Major Crown Projects: the Medium Logistics Vehicle Wheeled (MLVW) Project; the ILTIS Project; the Heavy Logistics Vehicles Wheeled (HLVW) Project; and the Northern Terrain Vehicle (NTV) Project.

Office Automation Services and Information Systems (OASIS)

This directorate oversees the operations of three branches:

Procurement Operations; Product, Technology and Account Management; and Operations Support.

The Procurement Operations Branch is responsible for goods and services related to automated business, office information processing systems, office equipment, supplies and furniture.

The Product, Technology and Account Management Branch is responsible for the product management of all goods and services within the OASIS mandate; for the merging and emerging technology associated with office automation and for the provision of account management services covering the total OASIS spectrum, while providing a one-stop shopping service to the client departments.

The Operations Support Branch is responsible for the provision of all support services including operations planning, performance measurement and evaluation, special projects, information systems, document control and contract distribution, and sourcing and vendor relations; for the provision of financial services in support of procurement, including cost analysis and vendor financial viability studies; for the provision of administrative services, including personnel, mail and general administration; and for the provision of contract quality control services.

Science and Professional Services

This directorate has three branches: Science, Professional Services, and the Canadian General Standards Board.

The Science Branch provides a focal point in the areas of natural and human sciences, as well as a centre for the receipt and processing of unsolicited proposals from the private sector. It is responsible for the following services: mission-oriented research and development; feasibility studies in natural science; ongoing and new sciences and technologies; scientific data collection; scientific testing and standardization; human and social sciences; urban; regional and transportation studies.

The Professional Services Branch contracts for many diverse services — consulting services, office temporary help, aerial surveying, air charter, aerial spraying, forest fire-fighting, security services and writing, editing, audio visual and language training services.

The Canadian General Standards Board, by means of a voluntary consensus process, provides standardization and certification programs covering products, services and systems, to all levels of government and the private sector.

Communications Services Directorate

Communications Services Directorate meets the communication needs of federal departments and agencies through the provision of printing, publishing, advertising, expositions, and film and video services. In addition, it provides a communications planning service, including public opinion research, advertising advisory services and public relations contracting.

Communications Planning Services Branch provides a wide variety of services to all elements of the Communications Services Directorate as well as client departments upon request. These services include advisory, technical, and engineering services as well as product management planning and strategy, method of supply development and analysis, systems co-ordination and administration functions. The Branch also provides assistance in communications planning, tracking and analysis of public opinion, creative services, and guidance in the development of clients' communications strategies.

Canadian Government Printing Services provides a wide range of printing services to Parliament and government departments and agencies, either by procurement from commercial suppliers or by its own manufacturing facilities. Printing services include electronic printing and a composition interface service for work originating from a range of text preparation equipment.

The Canadian Government Publishing Centre co-ordinates the publishing activities of departments and agencies of the Government of Canada, with the objective of effectively and efficiently maximizing public awareness of government policies, programs and services. The centre's activities include a telephone referral service which enables Canadians nationwide to call the federal government and obtain information on government services, free of charge.

Communications Services Procurement Branch manages the contracting activity for the provision of advertising services, public relations and related communications services on behalf of departments and agencies. The branch contracts for the purchase of media space and time through the Agency of Record.

The Advertising Management Services Group serves both the Advertising Policy Sub-Committee of the Cabinet Committee on Communications and the Minister of Supply and Services with regard to their respective responsibilities for the management of government advertising.

The Canadian Government Expositions Centre provides departments and agencies with a wide range of signage and exhibits materials required for exhibition and display purposes. These services are made in-house, as well as purchased from the private sector, both at home and abroad.

The Canadian Government Film and Video Centre provides federal government departments with consulting, production and administrative services in the audio-visual arts. It also provides state-of-the-art photo services, and performs practical field research to assist government departments with special photographic needs.

Regional Operations Sector

The Regional Operations sector is responsible for the provision of all services offered by the Supply and Services administration at the local level both in Canada and abroad.

To deliver its services, the Regional Operations sector is currently divided into four Canadian directorates: Atlantic, Québec, Central and Western Region and two regions outside Canada: European and Washington.

Regional Directorates

The four regional directorates are the largest component of the sector, employing approximately 4,000 people and operating from over 100 locations across Canada. These directorates are responsible for the provision of services from both a supply and services perspective at the local level and have regional headquarters located in Calgary, Alberta; Hull, Québec; Montréal, Québec; and Halifax, Nova Scotia.

The Regional Supply Centres are located in Richmond, British Columbia; Edmonton, Alberta; Winnipeg, Manitoba; Etobicoke, Ontario; Ottawa, Ontario; Montréal, Québec; and Dartmouth, Nova Scotia; and are generally comprised of a regional office, district and sub-purchasing offices, printing plants, copy centres and self-service stores.

In addition to providing acquisition and printing services which are also available from headquarters directorates of the Operations sector, this directorate also provides other unique services including stocked item supply; self-service stores; warehousing; maintenance and repair; assets management and disposal.

The Regional Services Branches are located in Edmonton, Alberta; Ottawa, Ontario; Québec City, Québec; and Halifax, Nova Scotia; and are generally comprised of a regional office and district services offices. In addition, specialized divisions exist in Shediac, New

Brunswick for superannuation and in Ottawa for National Capital Region pay operations.

The European Region with its headquarters in London, England, is responsible for serving the needs of customer departments located in Canada, as well as federal agencies overseas. Its major client is the Canadian Forces European Command, for which it carries out commercial and engineering acquisitions. In common with their counterparts throughout the Department, procurement officers in the European Region are alert to purchases that could be made from Canadian sources, and when this is possible, they refer such requirements to the appropriate Canadian region or branch. Efforts are also made to support European industry in the licensing, co-production or transfer of technology and production capability to Canada.

The London office is responsible for procurements from the Scandinavian countries and all of Europe except Germany, France and Belgium. A district purchasing office in Koblenz, West Germany, buys from these latter three countries. In addition to the specialized items available only in Europe that are required by government clients in Canada and overseas, the office in Koblenz buys the everyday goods and services needed by the Canadian NATO bases at Lahr and Baden-Soellingen, West Germany. Additionally, the European Region has a Canadian Government Services Office in Lahr.

The Washington Region with its office in Washington, D.C., is responsible for maintaining government-to-government contact with the United States for the purchase of specialized Canadian requirements in aerospace technology and armaments. In addition, this region's role includes source development, providing more efficient access to DSS sourcing information on Canadian capabilities.

Disposal Operations

The Disposal Operations provides a specialized service to government departments, agencies and crown corporations in the disposal of their surplus material located in Canada and abroad. It acts as agent for the United States, British and other governments in the sale of their surplus assets located in Canada, and has arrangements with certain European governments for the disposal of Canadian military surplus located in their countries.

Manuals

Various manuals, catalogues and plans are either produced or used by the above sectors as working documents and tools. In addition, other publications, are generated to assist clients to do business with DSS and understand its organization and systems. A sample listing of such publications follows:

- Supply Policy Manual
- Delegation of Authorities Manual
- Customer Manual
- Regional Operations Manual
- Specification and User Manual for Computer Assisted Publishing System (CAPS)
- Advertising Management System — ADMASS User Guide
- Main Plant Operating Instructions
- Outside Plant Operating Instructions
- Maintenance and Repair Manual
- Services Operations Procedures Manual
- Field Operational Instructions
- Price Trend Survey
- Stocked Item Supply Catalogue
- Corporate Plan
- Sector Plan
- Guidelines for the Preparation of Unsolicited Proposals for Scientific and Technology Work
- Policy and Procedures for the Preparation of Standards
- National Certification Program
- Manufacturer's Inspection System Requirements
- Contractor's Certification Programs, Policy and Procedures.

Finance, Personnel and Administration Sector

This sector provides direction and control for the Department in the following functional areas: finance, personnel, administration, corporate relations, security, statistical information and data management, and contractual dispute resolution. In the area of finance, responsibilities include contract cost and financial review, resource analysis, financial policy and accounting services. In personnel, responsibilities include classification and staffing, organization analysis, professional development, employee relations, official languages, and affirmative action. In administration, responsibilities include policy development, forms and graphics management, materiel management, facilities management, library services, telecommunications, records management, and mail and messenger services. The Security Branch has responsibility for departmental and industrial security with specialist groups supporting physical security and fire safety, personnel security clearance, and data processing and communications security functions. In the area of corporate relations, responsibilities include the delivery of corporate and customer/supplier relations programs and the management of the public affairs programs. The chairman of the Contracts Settlement Board is responsible for contractual dispute resolution and settlement, and providing qualitative analysis with respect to contracts for the Department's dispute avoidance program.

United Way Advisory Committee

The Committee provides assistance and guidance to the federal government United Way Campaign organizations on administrative and financial matters.

Manuals

- United Way Campaigns: A Guide for Managers

Security Branch

The branch meets the Canadian government's national and international industrial security commitments; provides a broad range of internal security services including physical and personnel security and classified information protection; conducts a personnel security clearance program for the Department and industry; and manages the departmental data processing and Communications Security Program.

Manuals

- Industrial Security Manual — produced exclusively as a guide to industry, containing instructions dealing with the control of classified information, for use by company officials and security officers.

Management and Operational Services Sector

Reporting to an assistant deputy minister, the Management and Operational Services sector was created through a consolidation of the functions of the former Management Services Sector, together with the Data Processing and Compensation Service Branches and most of the Management Information Systems Directorate from the Supply Administration. The new sector consists of the Audit Service Bureau, and the Bureau of Management Consulting, the Information Systems

Directorate and the Accounting, Banking and Compensation Directorate.

The primary concern of this sector is to maintain service levels to clients, both within and external to the Department, in the most cost-effective and efficient manner possible. The sector is responsible for liaising with all Department clients in matters pertaining to compensation, personnel, and financial and payment services. In addition, the sector is responsible for the auditing and consulting services for all federal government departments, Crown corporations, agencies, boards, commissions and non-governmental organizations on a cost-recovery basis.

The sector also has the mandate to carry out the banking and accounting responsibilities of the Receiver General for Canada (i.e. the Consolidated Revenue Fund, the Central Accounting System, the Public Accounts and cheque redemption).

Audit Services Bureau

The bureau provides on request, through regional offices across the country and head office in Ottawa, a full range of auditing services to client departments and agencies on a professional fee-for-service basis. There are offices in nine major Canadian centres (in addition to the one in Ottawa), and one in London, England.

Manuals

- Audit Manual
- Introduction to Operational Auditing
- A Structured Methodology for the Conduct of Comprehensive Auditing
- Electronic Data Processing Audit Methodology

Bureau of Management Consulting

The bureau provides, on request, a comprehensive professional management consulting service to departments and agencies of the Government of Canada as well as Crown corporations. The service is provided on a fee-for-service basis.

Accounting, Banking and Compensation Directorate

The directorate carries out the responsibilities of the Receiver General for the public money and banking program and the central accounting program. In carrying out these programs, the directorate performs the following Receiver General functions: receives, transfers and disburses all public money; holds all public money in Receiver General bank accounts; directs the Receiver General's program to earn interest on balances; controls the redemption of Receiver General cheques and warrants; establishes, maintains and develops the Central Accounts of Canada; produces the Public Accounts annually; publishes the monthly Statement of Financial Operations of the Government of Canada which shows the budgetary expenditures and revenues, and the non-budgetary transactions of the government (reproduced in the Canada Gazette); prepares special reports to the central agencies, and provides financial statements to departments and agencies. It also produces and distributes to client departments, upon request, management statements on a monthly basis. In addition, the directorate carries out the responsibilities of the Custodian of Enemy Property.

Another major area of responsibility includes the planning, policy and systems development associated with the processing of various payments, such as public service pay and superannuation, social and economic assistance payments, and suppliers' payments. In addition, related file maintenance and accounting services are provided on behalf of client departments and agencies. The directorate is also responsible for payment policies and regulations, and new payment methods and technologies.

The Directorate provides specialized advice and technical services in the area of personnel data systems, to departments and agencies; operates, on a fee-for-service basis, major personnel systems for the Treasury Board of Canada; provides co-ordinated planning, data management and standards for service-wide personnel data systems.

Manuals

- User's Guide to Recording Accounting Transactions
- Receiver General Directives and Information Bulletins
- Public Accounts Instruction Manual
- Departmental Reporting System User's Guide
- Departmental Reporting System Report Catalogue
- Departmental Reporting System General Information Brochure
- Cheque Redemption and Control Division General and Detailed Procedures Manual
- Cheque Redemption and Control Division Standards Manual
- Central Accounting Data Dictionary

Operational procedures manuals, prepared in co-operation with other departments and agencies, on pay, pension and socioeconomic programs, include:

- Pay Policy and Procedures Manual
- Superannuation Administration Manual
- Insurance Administration Manual
- Family Allowance Program Policy and Procedures Manual
- Personnel Administration and Reporting Systems Users Manual (PARS)
- Operator's Guide to the Utilization of the Personnel Application Centre On-line Query Language (INFOPAC)

Information Systems Directorate

The Directorate promotes the development and utilization of effective data processing and information-handling standards and practices through the Government of Canada.

Program Development and Evaluation Directorate

The Program Development and Evaluation Directorate is responsible for the co-ordination of all corporate and program planning activities; the development, review and implementation of corporate policies; the maintenance of an adequate defence industrial base, pursuant to the Department's responsibilities under the *Defence Production Act*, including the co-ordination of related emergency planning; the contract quality assurance function within DSS, and for assisting customer departments in the establishment of appropriate quality assurance régimes in connection with their delegated purchasing authority; and the evaluation of departmental programs.

Canadian Arsenals Limited

Canadian Arsenals Limited is a legally chartered Crown corporation under Part I of the 1934 *Companies Act*. It was incorporated by the Dominion of Canada under letters of patent dated September 20, 1945, on the recommendation of the then Minister of Reconstruction.

The company's main role is to maintain in Canada a centre of excellence for the filling and loading of high explosives and propellants, and a production capacity for medium- and large-calibre ammunition and additional military material for Canadian defence needs, and to form the base from which production capacity could be expanded in the event of war.

Royal Canadian Mint

The Ottawa Mint was originally established in 1908 by Royal Proclamation as a branch of the Royal Mint, London, under the provisions of the *United Kingdom Coinage Act*. In 1931, the Mint was established under statute as a branch of the Department of Finance. In 1969, the Mint was established as a Crown corporation under Part X of the *Government Organization Act*, 1969 (now the *Royal Canadian Mint Act*, RSC 1970, c. R-8).

Classes of Records

DSS/SOS-005
Economic and Market Analysis
Description: Information on optimum financial and economic strategies associated with total product planning, to determine both short- and long-range customer requirements, and the identification of developing market opportunities in Canada and abroad. This includes information on current economic trends, as well as market forecasts, product intelligence and relevant information on industrial and procurement strategies. *Topics:* Item profile assessment; industry sector analysis; source identification; source development, Inter-program Lost Benefit; Personnel Information Bank; vendor sourcing records; and Science Procurement Information Network. *Storage Medium:* Word processor and computer. *Retrievability:* Files are arranged by contract, company, project and department.

DSS/SOS-010
Method of Supply
Description: Information on a method of satisfying customer requirements in a manner which will result in the optimum product resource, operating and contingent cost. *Topics:* Make or buy (make is available within; buy is obtainable from private sector); facility evaluation, regional or central acquisition and distribution, lease or purchase; and consignment (arrangements under which goods are shipped for future sale or other purposes). *Storage Medium:* Word processor and computer.

DSS/SOS-015
Project Management
Description: Information on temporary management structures having appropriate authority and responsibility to acquire innovative or substantially complex capital equipment, construction, and services. *Topics:* Standards, operations; assistance; specifications; sourcing (potential sources of suppliers); negotiation; assessments of tenders/contracts; customer and vendor liaison; allocations of commodities; purchase requisitions; supply management; and major procurement projects. *Storage Medium:* Word processor and computer. *Retrievability:* Files arranged by contract, subject and project.

DSS/SOS-020
Traffic Management
Description: Information on ensuring least-cost for shipping or movement of goods via one, or all six modes of transport (air, road, sea, pipeline, rail and off-highway). *Topics:* Shipping arrangements (inland and overseas); travel and removal services; and freight audit and cost analysis.

DSS/SOS-025
Repair, Overhaul, Modification, and Maintenance
Description: Information on repair, overhaul, modification or maintenance in order to achieve the greatest utilization and least cost of the asset. *Topics:* Specifications and quality assurance; make or buy (make is available within, buy is obtainable from the private sector); repair, overhaul, modification and maintenance cycle management; and regional distribution of work. *Retrievability:* Files arranged by contract, loan agreement number, and company.

DSS/SOS-030
Production Services
Description: Information on the main and outside plant facilities, and Technical and Engineering Support Services; on functional direction given to regional plants, in order to meet the printing needs of government generally, and certain distribution services. *Topics:* Main plant facilities; outside plant facilities; printing requirements; and operational and technical support services. *Storage Medium:* Microfiche and disc. *Retrievability:* Files arranged by subject, contract numbers, project and company names.

DSS/SOS-035
Publicity and Promotion
Description: Information on advertising and promotional activities concerned with the merchandising of products. *Topics:* Subject lists; advertisements; bookfairs and trade shows; and enquiries (public and parliamentary).

DSS/SOS-040
Product Specifications and Standards
Description: Information on technical requirements, specifications and standards for products in general recurrent use. *Topics:* Development of specifications and standards; specifications and standards committees; item standardization; specifications and standards distribution; and international standards organization.

DSS/SOS-045
Certification Programs for Products and Services
Description: Information on the establishment, maintenance and distribution of certification listings. *Topics:* Development of certification lists; certification panels; item certification; and certification listing distribution. *Retrievability:* Files arranged by product and company.

DSS/ROS-050
Inventory Management
Description: Information on the planning and maintenance of a range of stocked items in inventory to meet forecast requirements; determination of optimum inventory levels, order points, and order quantities; management of inventory balances and back orders, stock replenishment, and expediting activities. *Topics:* Physical location of stock; provisioning (of stock item supply), pricing and investment strategy; assessment of inventory; accountable advance material and regional inventory control.

DSS/ROS-055
Warehousing
Description: Information on physical and administrative functions of the storage and distribution activity. *Topics:* Receipt; sorting; identification; inspection; preservation; storage; safekeeping; retrieval for issue; preparation for shipment of material; bulk issues; mail order supply; over-the-counter issues; and public warehousing.

DSS/ROS-060
Retailing
Description: Information on the issue of product stocks from retail outlets. These outlets, which carry stocks of products frequently required in small quantities, are located close to the customers being serviced. *Topics:* Order processing; authorized agents; retailing products; and selling services.

DSS/ROS-065
Management of Movable Assets
Description: Information on the management of movable assets from the time they are acquired, through their life cycle and ultimate disposal. *Topics:* Assets inventory of government departments; vehicle

fleet management; lease, rental or loan (of movable assets); production assets (crown-owned tooling); replacement and retirement; and disposal. *Retrievability:* Files arranged by project, company, contract, and loan agreement number.

DSS/ROS-070
Pay Administration Products
Description: Information on the administrative services required for the distribution of pay; such as pre-audit, calculation, development and maintenance of payroll records, and cheque issue. *Topics:* Public service pay; House of Commons pay; Royal Canadian Mounted Police pay; Canadian Forces Pay Allotments. *Retrievability:* Files arranged by subject, and department. *Storage Medium:* Microfilm and computer. *Special Access Note:* Access requests for individual cheques or payments should be directed to the program department concerned.

DSS/ROS-075
Pension Administration Products
Description: Information on the administration of public service employee pension plans, such as determination of eligibility to contribute, calculation of benefits, maintenance of records, issue of statements and other reports, for those pensions covered by the *Public Service Superannuation Act* and other retirement acts. *Topics:* Superannuation payments for Public Service, Royal Canadian Mounted Police, Canadian Forces; Members of Parliament Retiring Allowance payments; Judges Pension payments; and file maintenance for Royal Canadian Mounted Police Superannuation, Canadian Forces Superannuation, Members of Parliament Retiring Allowance, and Public Service Superannuation. *Storage Medium:* Microfilm and computer. *Special Access Note:* Access requests for individual cheques or payments should be directed to the program/department concerned.

DSS/ROS-080
Insurance Administration Products
Description: Information on the administration of employee benefit plans such as determination of eligibility, calculation of benefits, maintenance of records, and issue of statistical and other reports. *Topics:* Public Service Group Surgical Medical Insurance Plan; Public Service Management Insurance Plan; Disability Insurance Plan; and Insurance Administration. *Retrievability:* Files arranged by subject. *Storage Medium:* Microfilm and computer.

DSS/ROS-090
Pay Administration Products
Description: Information on administrative services required for the disbursement of pay; such as input, the compilation, calculation and issuance of pay; development and operation of system edits, validation and payroll accounting controls; the production of payroll error and statistical reports and statements of data, required by related systems, of cheque stubs and related statements; and the development and promulgation of user instructions and procedures. *Topics:* Public Service pay, Royal Canadian Mounted Police pay, House of Commons pay. *Storage Medium:* Magnetic tapes, microfilm, data base, hard copy.

DSS/FAS-095
Financial Analysis
Description: Information on budgetary analysis and control; evaluation of vendor financial capability; financial analysis in terms of the product resource, operating and contingent cost or acquisition; formulation of pricing strategies, and the identification of various financing alternatives. *Topics:* Budgetary analysis and control; evaluation of vendor financial capability; product resource, operating and contingent cost or acquisition; formulation of pricing strategies; and identification of financing alternatives. *Retrievability:* Files arranged by subject, project and company.

DSS/FAS-100
Billing
Description: Information on invoicing of client departments and non-government customers to secure payment for goods and services provided. *Topics:* Revenue received; recoverable amounts; and invoice or contract. *Retrievability:* Files arranged by subject, department and contract number.

DSS/FAS-105
Industrial Security
Description: Information on security programs to protect national and international classified information related to government contracts and projects available to industry by government departments. *Topics:* Agreements and exchanges (information between Canada and other countries); classified industrial contracts; industrial facility security clearances; industrial information protection; material and classified documents control; North Atlantic Treaty Organization security; industrial security training. *Retrievability:* Files arranged by subject. Soundex System for industry personnel security clearance files.

DSS/FAS-110
Planning (United Way)
Description: Information on Treasury Board check-off, union support, pledge forms, payroll stuffers, and pay deductions. *Topics:* Liaison with host departments across Canada; training; support and suggestions; advisory committee meetings; and official receipts.

DSS/FAS-115
Campaigns (United Way)
Description: Information on general support to the organizational units. *Topics:* National and regional campaigns; and mailing list — chairpersons across Canada.

DSS/FAS-120
Reports and Audits (United Way)
Description: Yearly assessments and money collected during the year. *Topics:* Statistics; progress reports; post-campaign evaluation; and campaign results.

DSS/MOS-125
Program Administration Products
Description: Information on the maintenance of records and the making of payments for certain national socioeconomic programs, and provision to client departments of related financial and statistical information. *Topics:* Family Allowances; Old Age Security, Guaranteed Income Supplement; Canada Pension Plan; Canadian Pension Commission; War Veterans Allowance; National Institutional Training Program; file maintenance on all of the above; agricultural subsidy; and government annuity payments. *Storage Medium:* Microfilm and computer. *Special Access Note:* Access requests for individual cheques or payments should be directed to the program/department concerned.

DSS/MOS-130
Accounting Administration Products
Description: Information on assistance to client departments and agencies on accounts payable and other payments activity, Accounts of Canada and reporting services activity, and management, financial and other services activity. *Topics:* Accounts payable and other payments, administration payment service for government accounts paid from the Consolidated Revenue Fund, and associated financial and related statistical data; Accounts of Canada and reporting services (activities to maintain the central government accounts and manage the Consolidated Revenue Fund and the Public Accounts of Canada); and financial management and other services (services provided to departments and agencies at a price and quality that is competitive with services available from other sources). *Storage Medium:* Microfilm and computer.

DEPARTMENT OF SUPPLY AND SERVICES

DSS/MOS-135
Auditing Services
Description: Information on examination and verification assignments covering management of resources, information, personnel and risk management; and evaluation of the efficiency, effectiveness and economy of operations. *Topics:* EDP Auditing; operational audit; statistical sampling; analytical auditing; audit of royalties; federal-provincial agreements; audit subsidy and contributions; comprehensive audit; internal audit; contract audit; termination audit; pre-negotiations reports; cost audit of industrial and other accounts; overhead audit studies; audit training and professional development; audit services to foreign governments; financial projections and budgets; discretionary audit; special assignments; and consultation and attendance. *Storage Medium:* Computer, audio and video tapes, disks, slides, and transparencies. *Retrievability:* Files arranged by subject, assignment number, and client program number. *Special Access Note:* Requests for access to individual audit reports should be directed to the departments concerned.

DSS/MOS-140
Public Money and Banking
Description: Information on arrangements by the Receiver General to establish bank accounts and facilities; receive, transfer, hold, earn interest on, and make and control disbursements of public money. *Topics:* Designation of banks; bank accounts and facilities; signing authorities; reports and statements on Receiver General balances; cheques issued, redeemed, and outstanding; and enquiries and investigations. *Retrievability:* Files arranged by Cheque Redemption Control Division; files associated with cheque redemption and reconciliation are organized by cheque numbers; cheque enquiries and investigations are filed by type. *Storage Medium:* Machine-readable records for bank facilities at headquarters. Cheque records and related machine-readable records are at the Matane, Québec office. *Special Access Note:* Access requests for banking arrangements and about individual cheques or payments should be directed to the program/department concerned. Access requests for banking facilities and for the redemption and reconciliation of Receiver General payment instruments should also be directed to the program/department concerned.

DSS/MOS-145
Central Accounting
Description: The Receiver General maintains records for the central accounts of Canada and produces reports from these records. *Topics:* Central accounts; subsidiary ledgers and accounting analysis of the financial transactions; financial statements of the Government of Canada; annual public accounts; monthly statement of financial operations of the Government of Canada; financial and management reports for central agencies and other departments and agencies; and special analyses on such subjects as the assets and liabilities of the Government of Canada. *Retrievability:* Central data bank's files are arranged by central account, department, agency and certain accounting or financial classifications. *Storage Medium:* Central data bank is in machine-readable form at headquarters. *Special Access Note:* Access requests for records of individual departments or agencies should be directed to the department or agency concerned.

DSS/MOS-150
Custody of Enemy Assets
Description: Records on the administration of property vested in the Custodian during World Wars I and II. *Topics:* Enquiries; and reports and correspondence related to vested property.

DSS/MOS-155
Consulting Services
Description: Management consulting assignments conducted for client departments and agencies. A private sector Consultants Information Bank is also maintained. Access to this bank complies with provisions of the *Privacy Act*. *Special Access Note:* Requests for access on specific reports are to be directed to departments for whom managment consulting assignments were undertaken.

DSS/MOS-160
Product Development and Marketing
Description: Information on the development and marketing of personnel data systems products. *Topics:* Departments and agencies of personnel system requirements.

DSS/MOS-165
Systems Development and Computer Operations
Description: Information on the development and operation of personnel systems for departments and central agencies. *Topics:* Computer systems specifications; computer operations procedures; and program testing procedures.

DSS/MOS-170
Electronic Data Processing (EDP) Standards Program
Description: Information on the federal government's EDP standards activities and the development of EDP standards and guidelines. *Topics:* Register of approved federal government EDP standards; and liaison with national and international standards setting organizations.

DSS/FAS-175
Personnel Data Administration
Description: Information pertaining to service-wide personnel data systems planning, and the management of personnel data for the central agencies. *Topics:* Common personnel data pool; data administration standards; planning process.

DSS/DCS-180
Requirements Definition
Description: Information on the need of appropriate levels of value engineering and procurement planning, supported by good cataloguing, clear specifications and appropriate quality assurance. *Topics:* Need determination; value engineering (cost reduction technique); procurement planning, material identification; specifications and standards; quality assurance requirements; Statement of Requirement (time, cost, performance); estimates. *Storage Medium:* Word processor and computer.

DSS/DCS-185
Contracting
Description: Information on the procurement of a specific product or service, up to and including the awarding of the contract for purchase, service or lease. *Topics:* Description of requirement; sourcing (potential sources of suppliers); price and availability determination; bid solicitation; contract negotiations; and contract selection and award. *Storage Media:* Word processor, tapes, discs, microfiches and computer. *Retrievability:* Files arranged by contract, serial number, subject, company and requisition number.

DSS/DCS-190
Contract Administration
Description: Information on time, cost, performance conditions of the contract; expediting delivery; administering design changes and amendments; and ensuring quality and delivery. Also includes information on termination, settlement, audit, and security arrangements to secure the fulfillment of the contract. *Topics:* Monitor time, cost, and performance; expediting and follow-up; design change or deviation; contract amendment; quality assurance; delivery, acceptance, and payment; termination and settlement; cost audit; and plant and personnel security. *Storage Media:* Computer, disc, word processor, tapes and microfiches. *Retrievability:* Files arranged by contract, company, department, and subject.

DEPARTMENT OF SUPPLY AND SERVICES

DSS/CUI-195
Research and Analysis
Description: Information on media and public opinion toward government programs, national and regional issues. *Topics:* Research — constitutional, federal-provincial, social and economic.

DSS/CUI-200
Information on Canadian Unity
Description: Information on program development and implementation. *Topics:* Publications; mobile exhibits; co-ordination of federal departmental presence at special events — major fairs, national athletic events; audio-visual material.

DSS/CUI-205
Advertising Programs
Description: Information on the planning and development of advertising programs. *Topics:* Programs and services; policy issues; co-operative (cross-departmental) projects.

DSS/STP-210

Service Bureaus

Description: Information on how to obtain information on federal government programs and services from walk-in-facilities. *Topics:* Service bureaus (by province); satellite offices; and Members of Parliament.

DSS/STP-215

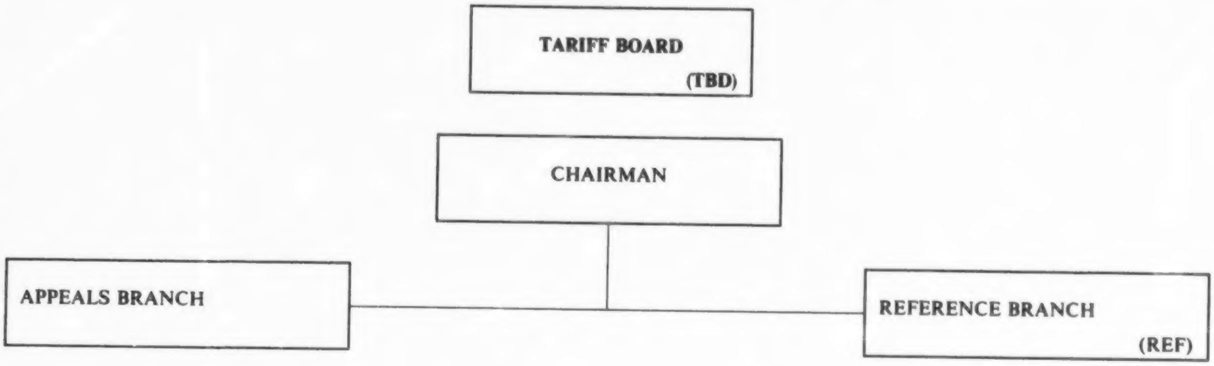
Access by Telephone

Description: Information on how to obtain information on federal government programs and services by telephone. *Topics:* Telephone referral services; blue pages; toll-free services; and access to Members of Parliament.

TARIFF BOARD

Chapter 97

TARIFF BOARD


TARIFF BOARD
(TBD)
CHAIRMAN
APPEALS BRANCH
REFERENCE BRANCH
(REF)

005 Economic Enquiries

ACCESS TO INFORMATION
CO-ORDINATOR
TARIFF BOARD
21st FLOOR, SOUTH TOWER
JOURNAL BUILDING
365 LAURIER
OTTAWA, ONTARIO
K1A 0G7

TARIFF BOARD

Background

The Tariff Board was established by the *Tariff Board Act* in 1931. It is both an independent commission of enquiry into matters of tariff and trade and a quasi-judicial court of appeal under the *Customs Act*, *Excise Tax Act*, *Anti-dumping Act* and *Petroleum Administration Act*.

Overall Responsibilities

In its role as a commission of enquiry, the Board undertakes specific trade studies at the request of the Minister of Finance. Its recommendations on rates of duty and changes in the tariff structure are used by the government in preparing budgets or changes in tariff or excise tax legislation.

In its role as a court, the Board hears appeals resulting from final decisions made by the deputy minister of National Revenue for Customs and Excise on tariff classification, valuation of goods for customs purposes and federal sales tax. The Board's powers were recently extended to include the hearing of appeals on charges levied on exports of petroleum and petroleum products.

The Board itself does not initiate enquiries. These are undertaken as a result of a reference from the Minister of Finance. In conducting an enquiry, the Board's staff of economists and statisticians is assigned the task of gathering and analyzing data. Meanwhile, the Board invites the submission of briefs and holds regional public hearings at which the views of importers, manufacturers and consumers can be heard.

During the course of an enquiry the Board may publish and distribute background papers and analytical material to encourage informed discussions of the subject under review. Confidential information on prices, costs or other data is frequently provided to the Board in the course of enquiries and is treated in strictest confidence. The *Tariff Board Act* states that such information "shall not be made public in such manner as to be available for the use of any business competitor or rival." On completion of the enquiry, a report is prepared containing the Board's conclusions and recommendations on rates of duty, the wording of tariff items and any other matters referred to the Board in the Minister's letter of reference. The report is printed and forwarded to the Minister of Finance. At this point it becomes a public document which can be obtained by any interested person.

Access Procedures

Formal enquiries under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator
Tariff Board
Journal Building
South Tower, 21st Floor
365 Laurier Avenue West
Ottawa, Ontario
K1A 0G7
Telephone: (613) 990-2452

Appeals Branch

This branch is responsible for all appeals to the Board. In its role as a court of appeal, panels of three members of the Board hold public hearings and render decisions on certain final rulings made by the deputy minister of National Revenue for Customs and Excise, as described below.

- An appeal to the Board may be made from a final decision of the deputy minister on tariff classification or value for duty under Section 47 of the *Customs Act*.
- A decision of the same deputy minister on the normal value of goods may be appealed to the Board under Section 19 of the *Anti-dumping Act*.
- The Board may declare what rate of federal sales tax is payable on an article or on transportation by air, or that the article or transportation by air is exempt from tax under the *Excise Tax Act*.
- The Board may also declare whether any charge is payable or as to the amount of the charges payable on the exportation of any oils or any petroleum or petroleum products under the *Petroleum Administration Act*.

On any appeal, the Board hears the parties and then prepares a written declaration stating what classification or value for duty is applicable to the specific goods under appeal; or what rate of federal sales tax is payable; or that the goods are exempted from tax. A declaration of the Tariff Board is final and conclusive subject only to appeal to the Federal Court of Canada on any question of law.

Although many appellants are represented at a hearing by counsel or by a customs consultant, an appellant may conduct his or her own case. The rules of the Board are informal in order to keep it a court of easy access. The Board publishes *An Informal Guide for Parties in Appeals Before the Tariff Board*, which is available without charge from the secretary. Appeals are heard in the Board's courtroom in Ottawa, and from time to time, in major cities in western Canada and the Atlantic provinces.

Any person who has an interest in a subject under appeal before the Board may appear at the hearing as an intervenant and be heard.

There are no court costs or charges for a Tariff Board hearing.

Reference Branch

This branch is responsible for economic enquiries on imports. At the request of the Minister of Finance it carries out such enquiries on matters affecting the trade of Canada, invites the submission of briefs and holds public hearings at which the views of importers, manufacturers and consumers can be heard. It also hears petitions from Canadian producers requesting safeguard action in respect of imports under the General Preferential Tariff. The Board is usually directed to recommend appropriate levels of duty and tariff nomenclature in its report to the Minister, which must, by law, be tabled in Parliament. Its recommendations are used by the government in making amendments to Schedule A of the *Customs Tariff Act* and the *Customs Act*.

Classes of Records

TBD/REF-005
Economic Enquiries
Description: Information on specific trade and tariff studies by the Reference Branch at the request of the Minister of Finance. *Topics:* Technical enquiries — liaison with importers, producers and federal and provincial government departments.

TAX REVIEW BOARD

Chapter 98

TAX REVIEW BOARD

Background

The Tax Review Board's name and mandate were changed in July, 1983 and its functions are now performed by the Tax Court of Canada. The Tax Court of Canada is not subject to the *Privacy Act* or the *Access to Information Act*. However the classes of records previously held by the Tax Review Board can be accessed by directing enquiries to the following address.

Access Procedures

Tax Court of Canada
3rd Floor
Centennial Towers
200 Kent Street
Ottawa, Ontario
K2A 0M1
Telephone: (613) 992-1704

Please refer to the Access Register (1983) for classes of records previously held by the Tax Review Board.

TEXTILE AND CLOTHING BOARD

Chapter 99

TEXTILE AND CLOTHING BOARD

TEXTILE AND CLOTHING BOARD
(TCB)

ADMINISTRATION AND OPERATIONS
(AOP)

005 General and Service Information
010 Enquiries and Reviews
015 Economic Data on Textiles and Clothing

ACCESS TO INFORMATION
CO-ORDINATOR
TEXTILE AND CLOTHING BOARD
235 QUEEN STREET
FIRST FLOOR WEST
OTTAWA, ONTARIO
K1A 0H5

TEXTILE AND CLOTHING BOARD

Overall Responsibilities

Created by Act of Parliament in May 1971 (19-20 Elizabeth II, Chap. 39), the Textile and Clothing Board is an independent body conducting enquiries to determine if imports of textiles and clothing goods are causing or threatening serious injury to Canadian production; to examine adjustment plans of the producers affected; to recommend to the Minister of Regional Industrial Expansion when special measures of protection against imports should be applied; and to monitor the effects of these measures. Administrative support for the Board is provided by the Department of Regional Industrial Expansion.

Access Procedures

All formal requests under the *Access to Information Act* should be directed to:

Access to Information Co-ordinator
Textile and Clothing Board
257 Slater Street
6th Floor
Ottawa, Ontario
K1A 0H5
Telephone: (613) 993-6336

Classes of Records

TCB/AOP-005
General and Service Information
Description: Information on Board reports, Board activities, correspondence, relations with other departments and agencies, legislation and treaties relating to textiles and clothing. *Topics:* Board reports: enquiries, reviews, industry situation, studies; Board activities: information, records; correspondence with individuals, associations, firms, embassies, trade commissions; relations with other departments, agencies, Anti-dumping Tribunal, Tariff Board; legislation and treaties; *Textile and Clothing Board Act*, agreements on international trade in textile products.

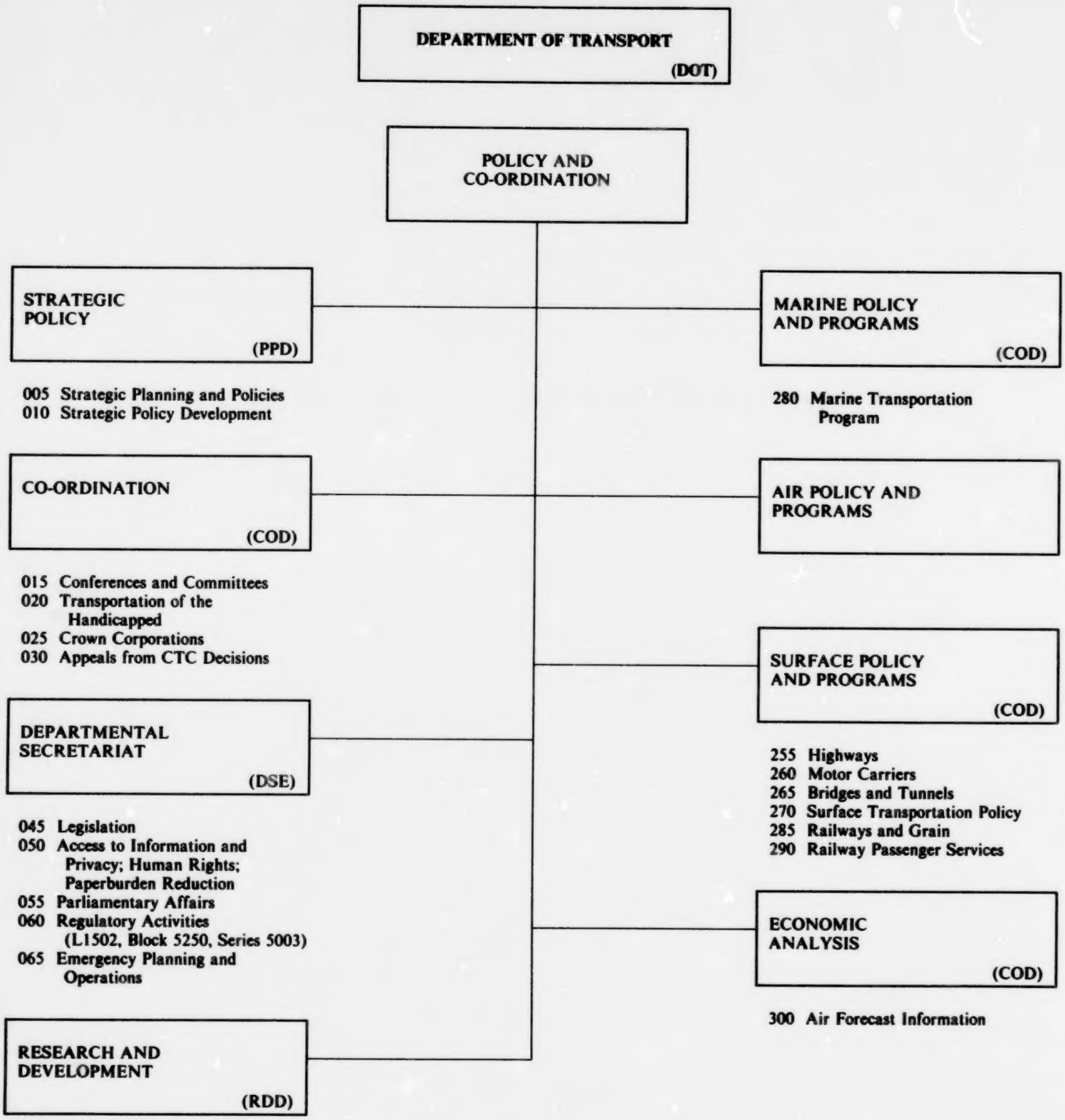
TCB/AOP-010
Enquiries and Reviews
Description: Information on each enquiry and review of textiles and clothing by the Textile and Clothing Board. *Topics:* Enquiries and reviews — general, textile products, clothing products.

TCB/AOP-015
Economic Data on Textiles and Clothing
Description: Economic data on textiles and clothing industries obtained in support of the various activities of the Board. *Topics:* Economic data on textiles and clothing — general, markets, imports, exports, textile industry, clothing industry, individual firms.

DEPARTMENT OF TRANSPORT

Chapter 100

DEPARTMENT OF TRANSPORT



DEPARTMENT OF TRANSPORT (DOT)

POLICY AND CO-ORDINATION

STRATEGIC POLICY (PPD)

005 Strategic Planning and Policies
010 Strategic Policy Development

CO-ORDINATION (COD)

015 Conferences and Committees
020 Transportation of the Handicapped
025 Crown Corporations
030 Appeals from CTC Decisions

DEPARTMENTAL SECRETARIAT (DSE)

045 Legislation
050 Access to Information and Privacy; Human Rights; Paperburden Reduction
055 Parliamentary Affairs
060 Regulatory Activities (L1502, Block 5250, Series 5003)
065 Emergency Planning and Operations

RESEARCH AND DEVELOPMENT (RDD)

040 Research and Development

MARINE POLICY AND PROGRAMS (COD)

280 Marine Transportation Program

AIR POLICY AND PROGRAMS

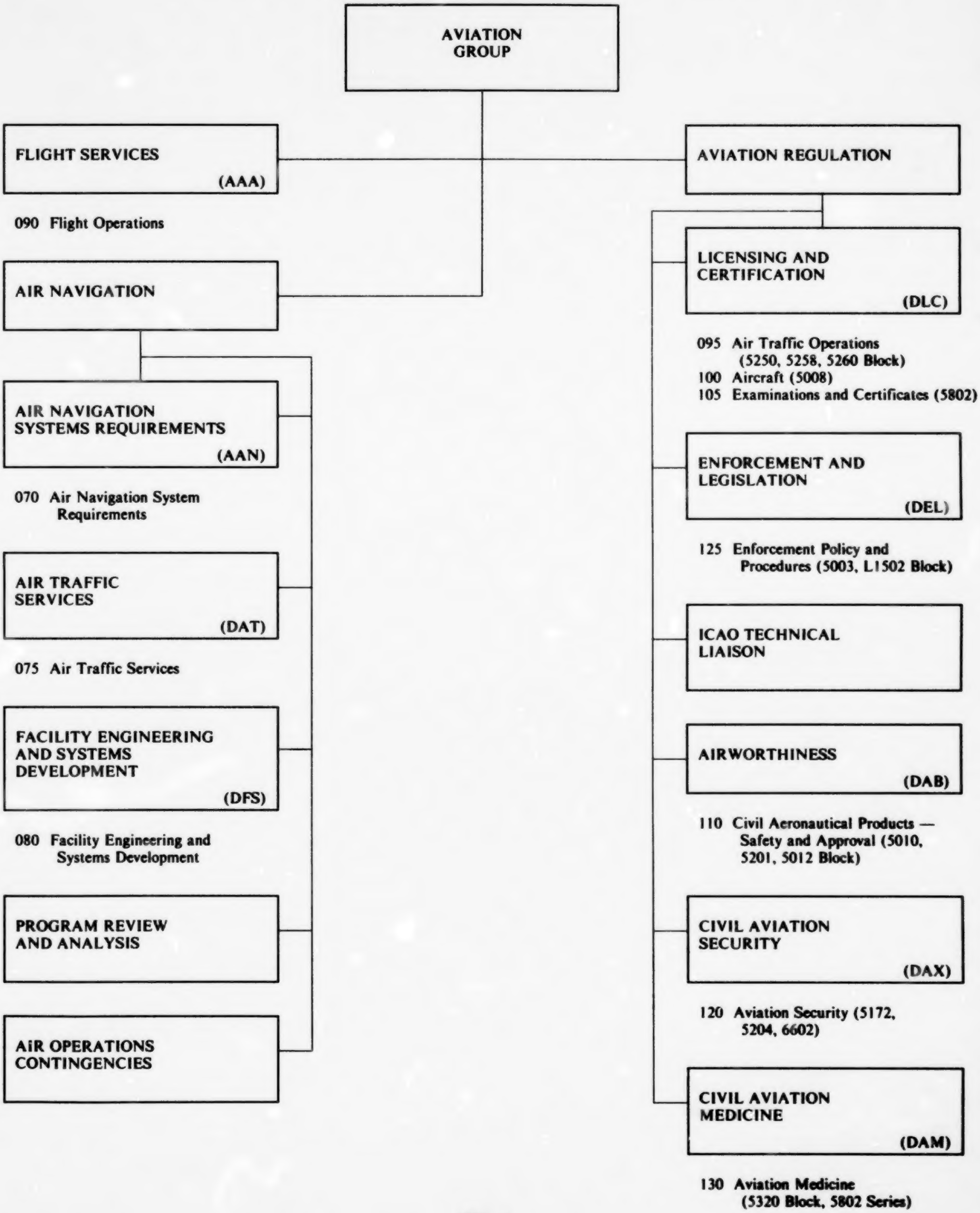
SURFACE POLICY AND PROGRAMS (COD)

255 Highways
260 Motor Carriers
265 Bridges and Tunnels
270 Surface Transportation Policy
285 Railways and Grain
290 Railway Passenger Services

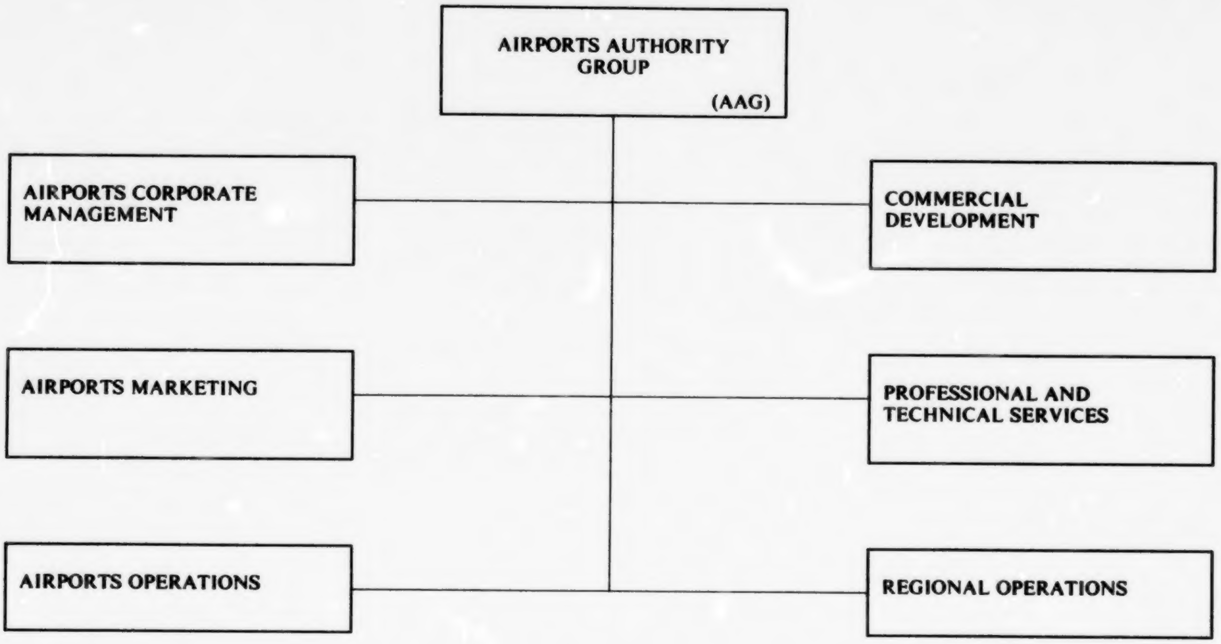
ECONOMIC ANALYSIS (COD)

300 Air Forecast Information

DEPARTMENT OF TRANSPORT


AVIATION GROUP
FLIGHT SERVICES (AAA)
090 Flight Operations
AIR NAVIGATION
AIR NAVIGATION SYSTEMS REQUIREMENTS (AAN)
070 Air Navigation System Requirements
AIR TRAFFIC SERVICES (DAT)
075 Air Traffic Services
FACILITY ENGINEERING AND SYSTEMS DEVELOPMENT (DFS)
080 Facility Engineering and Systems Development
PROGRAM REVIEW AND ANALYSIS
AIR OPERATIONS CONTINGENCIES
AVIATION REGULATION
LICENSING AND CERTIFICATION (DLC)
095 Air Traffic Operations (5250, 5258, 5260 Block)
100 Aircraft (5008)
105 Examinations and Certificates (5802)
ENFORCEMENT AND LEGISLATION (DEL)
125 Enforcement Policy and Procedures (5003, L1502 Block)
ICAO TECHNICAL LIAISON
AIRWORTHINESS (DAB)
110 Civil Aeronautical Products — Safety and Approval (5010, 5201, 5012 Block)
CIVIL AVIATION SECURITY (DAX)
120 Aviation Security (5172, 5204, 6602)
CIVIL AVIATION MEDICINE (DAM)
130 Aviation Medicine (5320 Block, 5802 Series)

DEPARTMENT OF TRANSPORT


AIRPORTS AUTHORITY GROUP
(AAG)
AIRPORTS CORPORATE MANAGEMENT
COMMERCIAL DEVELOPMENT
AIRPORTS MARKETING
PROFESSIONAL AND TECHNICAL SERVICES
AIRPORTS OPERATIONS
REGIONAL OPERATIONS

085 Airports

DEPARTMENT OF TRANSPORT

MARINE/CANADIAN COAST GUARD GROUP

PORTS AND HARBOURS (MPH)

135 Harbours and Ports
140 Wharves

AIDS TO NAVIGATION (MAW)

155 Aids to Navigation — Marine
160 Navigable Waters — Protection
165 Waterways
170 Navigable Waters — Obstructions

TELECOMMUNICATIONS AND ELECTRONICS (MTE)

175 Telecommunications and Electronics — Marine

FLEET SYSTEMS (MFS)

180 Ships — Canadian Government

SHIP SAFETY (MSS)

195 Harbours and Ports — Cargo Loading
200 Ships' Officers and Seamen
205 Navigation and Seamanship
210 Control of Shipping
215 Ships — Registration and Licensing
220 Ships — Inspection
225 Ships, Inspection — Appliances and Equipment
230 Ships, Inspection — Safety
235 Ships, Inspection — Specific
240 Air Cushion Vehicles (ACV)
245 Ships — Measuring and Surveying
250 Pollution

SEARCH AND RESCUE (MSR)

185 Search and Rescue — Coast Guard
190 Ice Operations — Coast Guard

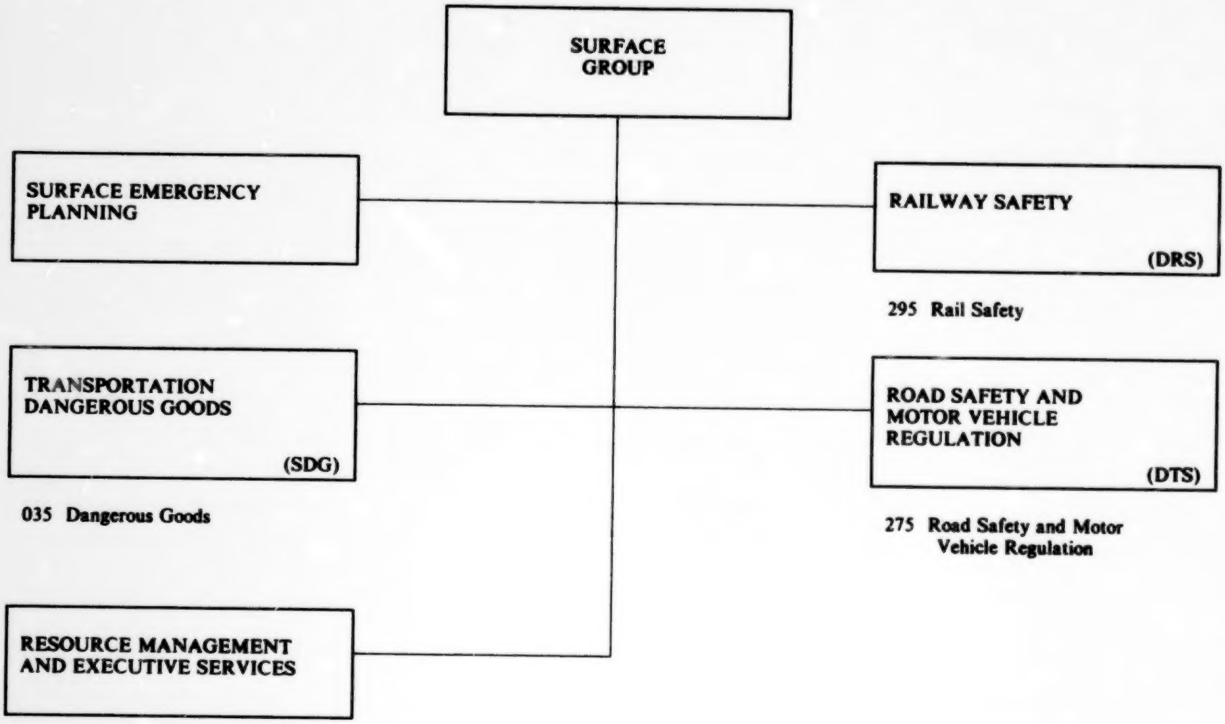
EMERGENCIES

*** INSPECTOR GENERAL TRANSPORTATION SAFETY (MCI)**

150 Marine Casualties and Accidents

* IGTS reports to the Associate Deputy Minister

DEPARTMENT OF TRANSPORT



SURFACE GROUP

SURFACE EMERGENCY PLANNING

TRANSPORTATION DANGEROUS GOODS (SDG)

035 Dangerous Goods

RESOURCE MANAGEMENT AND EXECUTIVE SERVICES

RAILWAY SAFETY (DRS)

295 Rail Safety

ROAD SAFETY AND MOTOR VEHICLE REGULATION (DTS)

275 Road Safety and Motor Vehicle Regulation

ACCESS TO INFORMATION
CO-ORDINATOR
DEPARTMENT OF TRANSPORT
PLACE DE VILLE, TOWER C
OTTAWA, ONTARIO
K1A 0N5

DEPARTMENT OF TRANSPORT

Background

The Department of Transport was established in 1936 by the *Department of Transport Act* (RSC 1970, C. T-15), which amalgamated the functions of the Department of Railways and Canals, the Department of Marine and the Civil Aviation Branch of the Department of National Defence. The Minister of Transport has jurisdiction over all government railways and canals except for heritage canals such as the Trent and Rideau Canals, and has the same powers as were vested in the Minister of Marine with respect to navigation and shipping matters, and the Minister of National Defence with respect to civil aviation, before amalgamation. Additional powers are vested in the Minister by a number of other statutes and regulations.

Laws and Regulations

The Department

- Department of Transport Act
- Atlantic Region Freight Assistance Act
- International Rapids Power Development Act
- Marine and Aviation War Risks Act
- Maritime Freight Rates Act
- National Transportation Act
- Safe Containers Convention Act
- Transport Act

Policy and Co-ordination

- An Act Respecting the CPR (1881), et al. (details of old railway acts are set out in the Statutory History of the Steam and Electric Railways of Canada, 1836-1937, published by the Department of Transport/King's Printer)
- Various Bridge Acts
- Crow's Nest Pass Act
- Government Property Traffic Act
- Government Railways Act
- Motor Vehicle Transport Act
- Passenger Tickets Act
- Railway Act
- Teleferry Act
- Winnipeg Terminals Act
- Canadian Wheat Board Act
- Western Grain Stabilization Act
- Western Grain Transportation Act

Aviation Group

- Aeronautics Act
- Aeronautics Regulations (pursuant to Section 4 of the Act)
- Air Canada Act, 1977
- Canadian Aviation Safety Board Act
- Carriage by Air Act

Marine Group

- Arctic Waters Pollution Prevention Act
- Bills of Lading Act
- Canada Shipping Act
- Carriage of Goods by Water Act
- Public Harbour and Ports Facilities Act
- Harbour Commissions Act
- Hamilton and Toronto Harbour Commissioners Act
- Maritime Code
- Canada Ports Corporation Act
- Montreal Port Wardens Act
- Navigable Waters Protection Act
- North Sydney, Meaford and Trenton Harbour Acts
- Ontario Harbours Agreement Act
- Pilotage Act
- Quebec Port Wardens Act
- Shipping Conference Exemption Act
- St. Lawrence Seaway Authority Act
- United States Wreckers Act
- Railway Act
- National Energy Board Act

Surface Group

- Transportation of Dangerous Goods Act
- Canadian National Railways Act and related legislation
- Motor Vehicle Fuel Consumption Standards Act
- Motor Vehicle Safety Act
- Motor Vehicle Tire Safety Act
- Railway Relocation and Crossing Act
- National Transportation Act

Overall Responsibilities

The Department attends to the development and operation of a safe and efficient national transportation system that contributes to the achievement of general government objectives, and operates specific elements of that system. This broad role-statement recognizes certain important objectives: efficiency, safety, maximum productivity, accessible and equitable services, cost recovery, and support of government policies and objectives, especially as they relate to social and economic development.

Crown Corporations

The following agencies report to Parliament through the Minister of Transport:

- Canadian Transport Commission
- Air Canada, Canadian National Railways, Northern Transportation Co. Ltd. and VIA Rail (not covered by the *Access to Information Act*)
- The St. Lawrence Seaway Authority, Canada Ports Corporation and the Atlantic, Laurentian, Great Lakes and Pacific Pilotage Authorities (reporting through the Assistant Deputy Minister, Marine).

Major Departmental Establishments Outside the National Capital Region

The Department maintains and operates the following major establishments:

Transportation Development Centre
Guy Favreau Complex
200 Dorchester Blvd. W.
Suite 601, West Tower
Montréal, Québec
H2Z 1X4

Transport Canada Training Institute
1950 Montreal Road
Cornwall, Ontario
K6H 6L2

Canadian Coast Guard College
P.O. Box 4500
Sydney, Nova Scotia
B1P 6L1

Motor Vehicle Test Centre
P.O. Box 285
Blainville, Québec
J7E 4J2

Organization

The overall organization structure of the Department of Transport (also called Transport Canada) is divided into two sectors: the Operations Sector which consists of the Aviation Group, the Airports Authority Group, Marine Group (including the Canadian Coast Guard, St. Lawrence Seaway Authority, Ports Canada and the Pilotage Authorities) and the Surface Group (including Railways, Dangerous Goods and Road Safety); and the Corporate Sector which consists of the Policy and Co-ordination Group, the Personnel Group, the Finance Group, the Review Group, the Legal Group and the Communications Group.

Library and Information Centre

The role of the Library and Information Centre, with respect to access to departmental records, is to provide systematic and comprehensive access to sources of information generated by the Department in any medium. The library fulfils this function in five ways:

- by serving as a place to request information and receive it;
- by functioning as a central system where most internally generated materials are deposited, bibliographically controlled, catalogued and indexed;
- by providing a bibliographic data base to determine what information there is relating to a specific question (this data base is available for consultation on the premises, for distribution in microfiche at cost and for computerized access through the Canadian On-Line Enquiry System operated by the Canadian Institute for Scientific and Technical Information);
- by providing facilities for consultation or more extensive research in the form of microform readers, carrels or desks; and
- by acting as an internal referral mechanism to ensure that requests are followed up, particularly when it is not clear to individuals or organizations to which address requests should be forwarded.

Library and information services are available at the following addresses:

Headquarters (all categories of information)

Transport Canada Library and Information Centre
Place de Ville
Tower C, 2nd Floor
Ottawa, Ontario
K1A 0N5

Marine Group

Newfoundland Region, Canadian Coast Guard
Regional Manager, Financial Administration
P.O. Box 1300
St. John's, Newfoundland
A1C 5N5

Maritimes Regional Coast Guard Library
P.O. Box 1013
Dartmouth, Nova Scotia
B2Y 3Z7

Laurentian Region Coast Guard Library
104 Dalhousie Street
Québec, Québec
G1R 2B5

Central Region, Canadian Coast Guard
Regional Manager, Financial Administration
One Yonge Street, 20th Floor
Toronto, Ontario
M5E 1E5

Western Region, Canadian Coast Guard
Regional Manager, Financial Administration
224 West Esplanade
North Vancouver, British Columbia
V7M 3J7

Aviation Group

Atlantic Region
Regional Manager, Administrative Services
P.O. Box 42
Moncton, New Brunswick
E1C 8K6

Québec Region
Regional Manager, Administration
P.O. Box 5000
Montréal International Airport
Dorval, Québec
H4Y 1B9

Ontario Regional Library
4900 Yonge Street
Suite 300
Willowdale, Ontario
M2N 6A5

Central Region
Regional Manager, Administration
P.O. Box 8550
Winnipeg, Manitoba
R3C 0P6

Western Regional Library
Federal Building
9820-107th Street
Edmonton, Alberta
T5K 1G3

Pacific Regional Library
800 Burrard Street
Vancouver, British Columbia
V6Z 2J8

Program-related Information

Canadian Coast Guard, College Library
P.O. Box 4500
Sydney, Nova Scotia
B1P 6L1

Transportation Development Centre Library
Guy Favreau Complex
200 Dorchester Blvd. W.
West Tower
Montréal, Québec
H2Z 1X4

Transport Canada Training Institute
Technical Information
1950 Montreal Road
Cornwall, Ontario
K6H 6L2

Publications

The following list of publications or documents, issued by the departmental Library and Information Centre, may be used to locate information (the source should be cited before the title when requesting these documents):

- How to Access Information in the Transport Canada Library and Information Centre; A Handbook (Ottawa, 1982, TP-3455)
- Your Library at Your Service
- Library Guidelines and Standards (Ottawa, 1979, TP-2175)
- Transport Canada Publications (published semi-annually, TP-1504)
- New Accession List (published bi-monthly)
- Audio-visual Catalogue (Ottawa, published annually, TP-4541)
- Transport Canada Library and Information Centre (catalogue of materials held in the headquarters Library and Information Centre, in regional libraries and in other participating libraries, updated monthly, (on microfiche).

General Information

Communications Group (Public Affairs)

Public Affairs forecasts and analyzes probable reaction to existing and proposed departmental plans, policies and programs. It is responsible for providing support for the implementation of the Department's aims and objectives by handling media relations and public information programs, including advertising, special publications and exhibits. It provides general information about the Department through headquarters facilities in Ottawa and regional offices in St. John's, Dartmouth, Moncton, Montréal, Québec City, Toronto, Winnipeg, Regina, Edmonton and Vancouver. Contact may be made in person, by phone, or by writing to the public affairs officers at one of the following addresses:

Ottawa

Director General, Public Affairs
Tower C, 21st Floor
Place de Ville
Ottawa, Ontario
K1A 0N5
Telephone: (613) 996-5861

Newfoundland Region

Manager, Public Affairs
Transport Canada
P.O. Box 1300
34 Harvey Road
St. John's, Newfoundland
A1C 6H8
Telephone: (709) 772-4328

Atlantic Region

Manager, Public Affairs
Transport Canada
P.O. Box 1013
46 Portland Street
Dartmouth, Nova Scotia
B2Y 4K2
Telephone: (902) 426-3589

Regional Public Affairs Officer
Transport Canada
P.O. Box 42
95 Foundry Street
Moncton, New Brunswick
E1C 8K6
Telephone: (506) 857-7314

Québec Region

Manager, Public Affairs
Transport Canada
200 Dorchester Blvd. West
West Tower, 6th Floor
Montréal, Québec
H2Z 1X4
Telephone: (514) 283-4659

Regional Public Affairs Officer
Transport Canada
104 Dalhousie Street, Room 417
P.O. Box 2055
Québec, Québec
G1K 7M9
Telephone: (418) 648-7060

Ontario Region

Manager, Public Affairs
Transport Canada
Room 805
One Yonge Street
Toronto, Ontario
M5E 1E5
Telephone: (416) 993-3277

Manitoba Region

Manager, Public Affairs
Transport Canada
333 Main Street
P.O. Box 8550
Winnipeg, Manitoba
R3C 0P9
Telephone: (204) 949-3152

Saskatchewan Region

Manager, Public Affairs
Transport Canada
106-2050 Cornwall Street
Regina, Saskatchewan
S4P 2K5
Telephone: (306) 780-5036

Alberta Region

Manager, Public Affairs
Transport Canada
9820-107th Street
Edmonton, Alberta
T5K 1G3
Telephone: (403) 420-3810

British Columbia Region

Manager, Public Affairs
Transport Canada
224 West Esplanade
North Vancouver, British Columbia
V7M 3J7
Telephone: (604) 984-3705

Access Procedures

The Departmental Co-ordinator oversees the access to information function in the Department, including the preparation of the departmental entry in the Access Register, service to the public for access to information, the determination of exemption and third-party notifications, responses to enquiries from the Access to Information Commissioner, appeals before the Federal Court and the annual report to Parliament on the operation of the Act within the Department. Enquiries concerning the administration of the *Access to Information Act* in the Department should be addressed to:

Access to Information Co-ordinator
Department of Transport
Place de Ville, Tower C
Ottawa, Ontario
K1A 0N5
Telephone: (613) 993-6161

Deputy Minister

Overall responsibility for the direction of the affairs of the Department rests with the Deputy Minister, who is its permanent head and senior advisor to the Minister of Transport.

Associate Deputy Minister

The Associate Deputy Minister advises the Deputy Minister on resource allocations and on the management of the Department. He or she provides the Deputy Minister with briefings on current issues and activities that have implications for the Department as a whole, and provides direction for departmental programming, training, personnel planning, security, and audit, review and evaluation activities. The Associate Deputy Minister acts as liaison between the Minister of Transport and Crown Corporations reporting to the Minister, and may represent the Department in negotiations with industry, other departments, other levels of government and foreign states. He or she is assisted by the Director General, Review, the Director, Departmental Security and the Inspector General, Transportation Safety.

Review Group

The Director General (DG), Review, provides the Deputy Minister and senior management with independent reviews and appraisals of departmental systems, functions and organizational units in order to improve the efficiency, economy and effectiveness of the management policies, practices and controls of the Department. The DG also provides the Deputy Minister and senior management with independent assessments and studies on the effectiveness of departmental accountability. The DG fosters and promotes the development and implementation of performance measures through the provisions of policy, guidance and advice. The Review Group develops and co-ordinates the departmental Productivity Improvement Program, validates human resource level standards and conducts special studies as directed by senior management. The Group is assisted by the Director of Policy, Planning, Methodology and Quality Control, the Chief of Performance Measurement, the Chief of Accountability Improvement Measures Planning and Implementation, the Director of Internal Audit, the Director of Program Evaluation and the Executive Director, Program Control Board Secretariat. The DG is also responsible for the departmental challenge function, which entails the assessment of all proposals with resource implications, prior to their submission to the Minister, Treasury Board or Cabinet.

Manual

- Internal Audit Manual

Security Branch

This Branch administers departmental security policies. This includes the administration of security, information security, personnel security, physical security, communications electronic security, electronic data processing security and technical security, as well as security inspections to ensure compliance.

Manuals

- Departmental Security Manual (Classified) TP-789
- Secure Message System TP-7049

POLICY AND CO-ORDINATION GROUP

Assistant Deputy Minister

The Assistant Deputy Minister, Policy and Co-ordination is responsible for the formulation, development and maintenance of Transport Canada's long range transportation objectives, strategies and policies. He or she provides advice to the Deputy Minister on policies, programs and objectives which have implications for one or more modes of transport; the management of transportation subsidy policy programs of the approved grants and contributions to organizations for transportation research and development; shared initiatives between private industry and various levels of government. The ADM advises the Minister on policy issues regarding Transport Crown Corporations and the development and implementation of technological research and maintenance of the Department's external relations (federal, provincial, international and industrial). He or she is supported by an Associate Assistant Deputy Minister and seven directorates: Strategic Policy, Co-ordination, Research and Development, Economic Analysis, Marine Policy and Programs, Air Policy and Programs and Surface Policy and Programs.

Strategic Policy

This directorate prepares and monitors corporate-level strategic plans; identifies needs for amended or new policies; directs the development of long-range multimodal transportation objectives and policies; provides policy assessment, analysis services and advice on multimodal transportation issues; monitors and analyzes transportation systems and formulates system strategies and prepares new or amended policies in response to policy assessments and analyses.

Co-ordination

This section directs departmental responses to complex issues that involve several departmental groups; co-ordinates the Department's federal, provincial, industrial and international relations; negotiates and manages economic and regional development transportation sub-agreements; develops policies and programs concerned with transportation facilities for the handicapped; co-ordinates, analyses and advises on matters concerning Crown Corporations and in connection with appeals against Canadian Transport Commission rulings. As well, it is responsible for the Departmental Secretariat which provides comprehensive co-ordination systems for the development and scheduling of policies through the departmental and Cabinet decision-making process, and prepares parliamentary returns as well as advisory and briefing services for the Minister, the Deputy Minister and senior departmental officials.

The Director, Departmental Secretariat, is the departmental co-ordinator for privacy, access to information and human rights, and maintains a central consolidated registry of departmental statutes and regulations. The government paperburden reduction program in Transport Canada is co-ordinated by the Secretariat. The Secretariat also co-ordinates the receipt and distribution of crisis information on natural and man-made disasters and the departmental emergency planning activity, pursuant to the federal government's Emergency Planning Order.

Research and Development

The Research and Development section plans, programs and manages the central transportation and development program addressing the Department's operational and regulatory mandate, as well as the safety and productivity aspects of the transportation sector as a whole. This program includes the Department's multimodal initiatives such as Energy Research and Development, and Transportation of the Handicapped and Elderly research, development and demonstration. The directorate is also responsible for strategic planning, policy, co-ordination and evaluation within the federal government, relating to transportation research and development.

Economic Analysis

This directorate provides the Department with transportation statistics and forecasts; analyzes these data for use in program planning and policy analysis by senior officials in Transport Canada; develops and manages an economic research program in support of federal transportation objectives. As well, it provides economic analysis services to other senior managers in the Department and ensures proper co-ordination of economic research done by the transportation regulatory agency and Canadian universities.

Manuals

- Air Traffic Review TP-1715
- Reports available on the Forecasting System (including model descriptions)
- Forecast reports on major airports

Marine Policy and Programs

This directorate establishes policies, plans and programs for all aspects of water transportation assistance and associated services, over inland and coastal waters as required by the federal government. As part of the Department's corporate policy and co-ordination activities, this function includes the development of international and domestic shipping policies, including such aspects as international bulk and liner shipping policies, policy with regard to a Canadian flag deep-sea fleet and the need for defensive legislation. The activity also includes the development of Canadian positions in regard to the deliberations of international organizations (e.g. OECD, UNCTAD) and the development of domestic shipping policies, including such matters as coasting trade, economic regulatory policy and shipping engaged in offshore exploration and development.

This activity also includes the provision of a corporate overview of policies developed elsewhere in Transport Canada and their impact upon shipping and the marine environment, including operating policies, and has a further direct responsibility for the development and maintenance of national marine systems policies including pilotage and ports.

Air Policy and Programs

This directorate is responsible for the development and implementation of the government's policy initiatives for domestic, transborder and international air transportation services and for the development and administration of domestic air transportation subsidies. It is responsible for reviewing issues, conducting appropriate analyses, consulting with the air carrier industry, other departments, agencies and governments and for developing and formulating institutional, financial, operational and economic regulatory arrangements for the provision of efficient and effective air transportation services. As well, it has the responsibility to provide on-going policy and program advice to the Minister of Transport on measures to ensure an appropriate environment/framework to permit air carriers to provide adequate and efficient air transportation services which will respond to the needs of the general public for air travel within Canada and internationally.

Surface Policy and Programs

This directorate develops, implements and monitors policies and programs affecting the surface modes of transport. These include moving of freight and grain by rail freight, the accommodation and movement of passengers by rail or bus, the domestic use of trucks on Canadian highways, and the care for and maintenance of highways and related urban areas.

PERSONNEL GROUP

Assistant Deputy Minister — Personnel

The development and implementation of all departmental personnel policies and programs is planned and directed by the Assistant Deputy Minister, Personnel, whose responsibility it is to ensure the effective recruitment, utilization and retention of human resources in the Department. The ADM advises on all matters pertaining to personnel administration, co-ordinates and directs departmental training activities, including those undertaken by the Transport Canada Training Institute and the Coast Guard College, and has overall responsibility for employee relations within the Department. He or she is supported by four directorates: Personnel, Training, Labour Relations and Compensation, and Personnel Policy and Planning; and two branches: Management Resourcing, and Staffing and Classification Policy.

Manuals

- T.C. Personnel Manual TP-116
- Handbook of Managerial Competencies and Training Development TP-3128
- Supervisors' and Employees Orientation Manual TP-3189
- Calendar of Courses - Cornwall/Sydney TP-920
- Guide for Supervisors TP-5506
- In-House Training and Development Program Calendar TP-2038

FINANCE GROUP

Assistant Deputy Minister — Finance

The Assistant Deputy Minister, Finance, provides the Deputy Minister with systems of financial management, materiel management and contract management. The ADM supplies management consulting services, computer services, library and information services, administrative and budgetary services and advises the Deputy on financial matters affecting the Department and the Crown Corporations reporting to the Minister of Transport. He or she is supported by seven directors: Materiel and Contracting Services, Management Systems, Communications and Informatics, Financial Administration, Financial Planning and Programming, Administrative Services and Cost Recovery.

AVIATION GROUP

Assistant Deputy Minister

The Assistant Deputy Minister, Aviation, directs the management of all operational, developmental, and regulatory activities of the Group in support of aeronautics, and maintains and promotes all aspects of air safety. The Group implements, on behalf of the Minister, Parts I and III of the *Aeronautics Act*.

The ADM, Aviation, is assisted by four Directors General and one Director in Ottawa, and by six Regional Directors General in the six regions across Canada.

The Aviation Group is divided into four directorates in Ottawa: Aviation Regulation, Air Navigation, Flight Services, and Finance; and six regions located in Vancouver, Edmonton, Winnipeg, Toronto, Montréal and Moncton. The Group's role is to attend to the development and operation of a safe and efficient National Civil Air Transportation System that contributes to the achievement of government objectives, and to operate specific elements of this system.

Role of the Six Regional Directors General

Reporting to the Assistant Deputy Minister, Aviation, the Regional Directors General direct the management, administration and implementation of policies, programs and services within the regions, related to such functions as air navigation services, aviation regulation requirements, public affairs and administration designed to provide safe and efficient air services and facilities to members of the public and the aviation community.

Information about any of these directorates may be obtained from:

Public Affairs
Transport Canada
21st Floor, Tower C
Place de Ville
Ottawa, Ontario
K1A 0N5
Telephone: (613) 996-5861

Aviation Group
Transport Canada
Place de Ville
Ottawa, Ontario
K1A 0N8
Telephone: (613) 995-6575

or from regional offices at the following addresses:

Atlantic Region
P.O. Box 42
95 Foundry Street
Moncton, New Brunswick
E1C 8K6
Telephone: (506) 338-7212

Québec Region
P.O. Box 5000
Montreal International Airport
Dorval, Québec
H4Y 1B9
Telephone: (514) 633-3266

Ontario Region
300-4900 Yonge Street
Willowdale, Ontario
M2N 6A5
Telephone: (416) 224-3120

Central Region
P.O. Box 8550
333 Main Street
Winnipeg, Manitoba
R3C 0P6
Telephone: (204) 949-4311

Western Region
9820-107th Street
Edmonton, Alberta
T5K 1G3
Telephone: (403) 420-3815

Pacific Region
Room 220
800 Burrard Street
Vancouver, British Columbia
V6Z 2J8
Telephone: (604) 666-5859

Air Navigation

The directorate provides, operates, and maintains Canada's air navigation system, which consists of a national system of airways, air traffic services and aeronautical information services. The airway system is based on the strategic deployment of radio navigation aids and consists of some 120 omni-directional radio ranges and 203 non-directional beacons. In addition, there are some 89 precision approach radio aids and 32 non-precision approach radio aids at principal airports.

Air traffic services include air traffic control provided at 60 towers, eight terminal control units and seven area control centres using some 35 surveillance radars, and many air-to-ground radio communication channels. It also includes a network of some 113 flight services stations that provide weather, traffic, and other information to aircraft.

An aeronautical information service, that consists of pre-flight and in-flight information necessary for pilots to conduct safe and efficient flights in all flying conditions, is provided by the directorate through a distributed national organization that collects and distributes the necessary information.

The directorate plans, implements, monitors, and evaluates the performance of all aspects of the air navigation system. It also develops contingency plans for dealing with crisis situations affecting the system. The directorate is divided into five branches: Program Review and Analysis, Air Navigation System Requirements, Air Traffic Services, Facility Engineering and Systems Development, and Air Operations Contingencies.

Manuals

- Manops, Vols. 1 and 2 Eng. TP-703 Inc. ATSD TP-943 ATSI TP-942
- Manual of Equipment, Part I: Radar TP-541
- Manual of Equipment, Part 2: Operational Information Display System (OIDS) TP-1057

- Control Tower Site and Design Standards TP-210
- Manops, Vols. 2 to 8 inclusive, and ATC Training Program, Vols. 1 to 6 inclusive
- ATS Management Directive (ATMD) TP-941
- Application for Horizontal Separation TP-2479
- Holding Criteria Document TP-345
- Radar Flight Check Manual TP-1334
- Plan for the Security Control of Air Traffic and Air Navigation Aids (SCATANA) TP-1258
- List of Civil Aviation Publications TP-3680
- Community Airport Radio Stations - Telecommunications Guidelines for Community Aerodrome Radio Stations
- Community Airport Radio Stations - Arctic Observation Communication Certificate Program
- Radio Operator Training Objectives - Basic Training
- Flight Services Specialist Supplementary Training - Aviation Weather Information Service
- Objectives, Organization and Policies Document, Volume II, TP-1838

Air Navigation System Requirements

This branch is responsible for the operational requirements and the levels of service, and for the general integrity of the Air Navigation System including air traffic services, aviation weather facilities, en route and terminal aids, surveillance and communication systems. The role also includes the direction and management of policies and standards for the air navigation system as well as aeronautical information services and flight inspection.

Air Traffic Services

The branch develops and implements national policies for air traffic services and establishes systems and goals necessary to achieve the safe and efficient movement of air traffic within Canadian-controlled airspace and International Civil Aviation Organization airspace. It includes the Air Traffic Services Research and Experimental Centre in Hull, Québec.

Facility Engineering and Systems Development

This branch is responsible for the co-ordination and effective utilization of telecommunications and electronics resources in the service and aid of civil aviation, to ensure the safety and efficiency of all flights operating in Canadian airspace. The branch is also responsible for the design, development, installation and maintenance of all electronic and computer-based systems required on a national basis to provide navigational, surveillance communications, airport security, and information systems.

Manuals

- Facility Engineering and Systems Development Branch (FESD)
- Telecommunications and Electronics Standards and Procedures (TESPs)
- Director of Facility Engineering and Systems Development Specifications (DFS)

Air Operations Contingencies

This branch is responsible for the development and co-ordination of civil aviation contingency plans designed to ensure the continued safe and orderly functioning of the Air Navigation System during disruptions caused by labour disputes, air disasters and terrorist activities. It is also responsible for maintaining an effective Air Operations Centre to serve as the focal point for the reception and distribution of air information and directives during an air related crisis. Additionally, under the Emergency Planning Order, the branch develops and maintains plans for the activation of the National Emergency Agency for Transportation Air, the National Civil Aviation Information Centre and the North Atlantic Treaty Organization Civil Aviation Support Requirements.

Program Review and Analysis

The branch is responsible for the effective and efficient utilization of capital, operation and maintenance, and human resources by the air navigation branches at headquarters and the six regional organizations. The branch is also responsible for ensuring compliance to federal government administrative policies and directives throughout the directorate.

Manuals

- Air Navigation Resource and Project Synopsis TP-3135

Aviation Regulation

The directorate is responsible for all aspects of aviation safety, including the preparation and enforcement of legislation, security planning and programming, licensing of personnel, aircraft and airports, and certification of air services, establishing and maintaining airworthiness standards, promoting aviation safety, and regulating the transportation of dangerous goods.

The directorate licenses all pilots, commercial operators, flying schools, airports, aircrafts, aircraft manufacturers and maintenance personnel. (There are 72,000 licensed pilots and more than 24,000 aircraft registered in Canada.) The system of airways and air routes is second only in size to that of the United States. Civil Aviation Inspectors regularly examine all personnel and equipment they license to ensure that they meet safety standards and comply with the knowledge and skill requirements of the air regulations.

Consistent with the Aviation Group's emphasis on safety, the directorate conducts analytical studies into the natuare and degree of safety deficiencies in the air transport system. These studies set priorities in the development and delivery of extensive national education and promotion programs aimed at safety motivation within the industry.

The directorate is divided into seven branches: Licensing and Certification, Airworthiness, Aviation Safety Programs, Civil Aviation Security, Enforcement and Legislation, Civil Aviation Medicine, and ICAO Technical Liaison.

Manuals

- Engineering and Inspection Manual, Parts I and II, TP-51-2-1-2
- Engineering and Inspection Manual, Part III, TP-51-2-3
- Airworthiness Directives
- Notices to Aircraft Maintenance Engineers and Aircraft Owners TP-4914
- Civil Aeronautics Jurisprudence TP-4311
- Digest of Civil Aeronautics Jurisprudence TP-4312
- Enforcement Training Manual TP-4751
- Enforcement Manual TP-3352
- Rule-Making Policies and Procedures Manual TP-2713
- Civil Aviation Security Manual — Policies, Standards and Recommended Practices TP-769
- Personnel Licensing Handbook: Volume 1 — Flight Crew TP-193, Volume 2 — Aircraft Maintenance Engineers and Air Traffic Controllers TP-194, Volume 3 — Medical Requirements TP-195

- Personnel Licensing Medical Procedures Manual TP-1794
- Personnel Licensing Procedures Manual TP-2943
- Instrument Procedures Manual TP-2076
- Guidance Manual for Application of Air Navigation Order, Series 1, No. 2 TP-3640
- Manual of Special Aviation Events TP-389
- Air Carrier Inspector Manual (Rotorcraft) TP-4357
- Air Carrier Inspector Manual (Small Aeroplanes) TP-3783
- Air Carrier Certification Manual TP-4711
- Air Carrier Check Pilot Manual TP-3646
- Air Carrier Inspector Manual (Large Aeroplanes) TP-4827
- Dangerous Goods (Inspector's Manual) TP-385
- Aircraft Maintenance Engineer Licence TP-3043
- Air Traffic Control Procedures and Pilot/Controller Responsibilities Examination TP-2900
- Flight Engineer Licence TP-4831
- Flight Instructor Rating Aeroplane TP-2810
- Flight Navigator Licence TP-3614
- Flight Test Guide — Private and Commercial Pilot Licence Helicopters TP-3077
- Flight Test Guide — Private and Commercial Pilot Licence Aeroplanes TP-2655
- Flight Test Standards and Guide — Multi-engine Class Rating Aeroplane TP-219
- Glider Pilot Licence TP-879
- Helicopter Study and Reference Guide for Private and Commercial Pilot Licences, Alternate Category Rating, Flight Instructor Rating, Instrument Instruction, Endorsement TP-2476
- Instrument Rating TP-691
- Senior Commercial and Airline Transport Pilot Licence TP-690
- Flight Instructor Guide TP-975
- Flight Training Manual TP-1102
- Flight Instructor's Guide — Part I
- Self-Paced Study Package for the Flight Instructor Guide — Section I
- Judgement Training Manual for Instructor Pilots TP-4776
- Sport Parachuting TP-5668
- Private and Commercial Pilot Licences and Alternate Category TP-5717

Licencing and Certification

The branch is responsible for standards, policies, procedures and national programs for efficient promotion and regulation control of civil aviation activities in Canada.

Airworthiness

The branch is responsible for the management of airworthiness programs, approvals and the continuing safety of all civil aeronautical products manufactured and operated in Canada and the continuing airworthiness support for all Canadian manufactured aeronautics products used in foreign countries.

Aviation Safety Programs

The branch administers national programs to detect, define and advise on aviation safety deficiencies. It provides aviation safety advice and guidance on the National Air Transportation System (NATS) to ensure corrective action and to develop a safety promotion program with industry to support the prevention of accidents and incidents in NATS.

Civil Aviation Security

This branch is responsible for ensuring that the appropriate level of aviation security is being provided for the travelling public by Canadian carriers, Canadian airports, foreign carriers operating in Canada and foreign airports being used by carriers coming into Canada.

Enforcement and Legislation

This branch is responsible for the legislative development, promulgation and codification of aeronautical legislation, including the implementation of recommendations of a legislative nature made by the Commission of Enquiry on Aviation Safety, the development and management of the Aeronautical Regulatory Enforcement Program, and for the standardization of aviation technology and to carry out a substantive review and revamping of aeronautical legislation and the attendant enforcement policies and procedures.

Civil Aviation Medicine

This branch provides medical advice and assistance in setting medical standards as well as assessing the medical fitness of civil aviation personnel; conducts aeromedical training sessions for aircrews, medical examiners and air traffic controllers and identifies, co-ordinates and executes aeromedical research and development. Advice is also provided on all problems relating to the health of air travellers.

Flight Services

The directorate is responsible for the Department's fleet of 88 fixed wing and rotary wing aircraft. These aircraft are assigned to various tasks across Canada, such as the calibration of air navigational aids, ice reconnaissance, inspection and training, and joint operations with the Canadian Coast Guard including environmental protection against oil spills.

The directorate also provides flight services for other federal departments and agencies such as Energy, Mines and Resources and the Canadian Aviation Safety Board.

The directorate is divided into six branches: Flight Operations; Technical Services; Training, Resource Management and Special Projects; Avionics Engineering and Design; and Quality Assurance and Airworthiness Engineering.

Manuals

- Aircraft Maintenance Manual — seven volumes
- Helicopter Maintenance Engineer Shipboard Manual, TP-4986
- Flight Operations Manual — Fixed Wing Aircraft, TP-3463
- Flight Operations Manual — Helicopters, TP-3493
- Flight Attendant Manual, TP-3693

AIRPORTS AUTHORITY GROUP

The Airports Authority Group (AAG) was established on October 15, 1985. It is headed by an Executive Director who is responsible to the Deputy Minister for the safe and efficient operation of the National Airports System.

The AAG operates and manages directly, through its own resources, 103 of the 153 Transport Canada-owned airports in the National Airports System, including nine international airports, twelve national airports, forty-seven regional airports, and has an on-going involvement in the operation of the remaining fifty which are leased out. These airports represent an investment value of over 7.8 billion dollars in physical assets.

The AAG also administers several programs of financial assistance to other airports owned and operated privately or by other levels of government.

The AAG establishes policies and standards for safe and efficient airport operations, facilities, and services; provides direction to regions in these areas; and directs the development of plans and programs affecting the future of the National Airports System. The AAG is also structured to give high profile to marketing activities in order to maximize the cost-effective operation of the airports system which serves approximately 50 million enplaning and deplaning revenue passengers, 575 thousand tonnes of cargo, and 7 million aircraft landings and take-offs annually. It employs over 4600 people in the executive, administrative, and professional categories and operational trades, and has a total budget of approximately 650 million dollars.

The Executive Director is assisted by five Directors General at headquarters: Director General Airports Operations, with operational responsibility for eight major international airports and for the provision of national direction for developing the other airports in the system and promoting their financial and managerial self-sufficiency; Director General Airports Marketing, responsible for promoting revenue and commercial opportunities both nationally and internationally; Director General Airports Commercial Development, responsible for property management and administration of commercial agreements and contracts; Director General Airports Corporate Management, co-ordinates all activities required for corporate direction, airports planning and policy development, and control of policies, standards and directives with an impact on resource levels and levels of services; Director General Airports Professional and Technical Services, responsible for all architectural and engineering services, all major capital projects, and technical maintenance services required within the AAG.

Also reporting to the Executive Director are six Regional Directors General who are responsible for all airports operations in their respective regions. The Airport General Manager of Lester B. Pearson International Airport, the largest airport in the system, also reports directly to the Executive Director.

Each Regional Director General is assisted by a Director of Airport Operations, a Manager of Airport Services and Support, a Manager of Resource Management, and a Director of Professional and Technical Services. Their responsibilities include airport operations, subsidy and community airport programs, commercial development, property management, resource acquisition and management, and engineering, architectural and technical functions. In addition, Regional Directors General have advisers on security, airports marketing, and community relations and communications.

Information about the Airports Authority Group and the Regional Organization can be obtained from:

Public Affairs
Transport Canada
21st Floor, Tower C
Place de Ville
Ottawa, Ontario
K1A 0N5
Telephone: (613) 995-5861

Airports Authority Group
Transport Canada
Place de Ville
Ottawa, Ontario
K1A 0N8
Telephone: (613) 990-3002

or from Regional offices at the following addresses:

Atlantic Region
P.O. Box 42
95 Foundry Street
Moncton, New Brunswick
E1C 8K6
Telephone: (506) 857-7315

Québec Region
P.O. Box 5000
Montreal, International Airport
Dorval, Québec
H4Y 1B9
Telephone: (514) 633-3254

Ontario Region
300-4900 Yonge Street
Willowdale, Ontario
M2N 6A5
Telephone: (416) 224-3197

Central Region
P.O. Box 8550
333 Main Street
Winnipeg, Manitoba
T3C 0P6
Telephone: (204) 949-4358

Western Region
9820-107th Street
Edmonton, Alberta
T5K 1G3
Telephone: (403) 420-3831

Pacific Region
P.O. Box 220
800 Burrard Street
Vancouver, British Columbia
V6Z 2J8
Telephone: (604) 666-5849

Manuals

- TP-2725, Manual AK-07-09-001, August 1985. One hundred and twenty pages listing airport and construction publications originated in the AAG.

MARINE GROUP

Assistant deputy Minister/Commissioner

The Assistant Deputy Minister/Commissioner of the Canadian Coast Guard is responsible for the development, provision and operation of a safe and efficient national marine transportation system in support of government marine objectives. As such, he is the principal focal point for marine affairs.

His responsibilities include major operational programs, safety and regulatory matters, as well as changes and amendments to relevant legislation, such as the *Canada Shipping Act*, the *Arctic Shipping Pollution Prevention Act* and the *Navigable Waters Protection Act* to ensure the proper enforcement of the marine regulatory system. In particular, he ensures the efficient operation of such services as aids to navigation, telecommunications and ship movement systems, ship safety, search and rescue, pilotage services, some terminal facilities and is responsible for providing a fleet of ships in support of navigation and the Arctic re-supply activity.

Information about any of these activities may be obtained from:

Office of the Assistant Deputy Minister
Marine/Commissioner of the Canadian Coast Guard
Department of Transport
Place de Ville
Ottawa, Ontario
K1A 0N7

or from regional offices of the Coast Guard at the addresses listed below:

Laurentian Region
Regional Director General
Canadian Coast Guard
P.O. Box 2055
Québec Terminus
Québec, Québec
G1K 7M9
Telephone: (418) 648-4158

Central Region
Regional Director General
Canadian Coast Guard
Toronto Star Building
One Yonge Street, 20th Floor
Toronto, Ontario
M5E 1E5
Telephone: (416) 973-3635

Maritime Region
Regional Director General
Canadian Coast Guard
Twin Towers
Royal Bank Building
46 Portland Street
P.O. Box 1013
Dartmouth, Nova Scotia
B2Y 4K2
Telephone: (902) 426-3907

Newfoundland Region
Regional Director General
Canadian Coast Guard
35 Harvey Road
P.O. Box 1300
St. John's, Newfoundland
A1C 6H8
Telephone: (709) 772-5150

Western Region
Regional Director General
Canadian Coast Guard
224 West Esplanade
North Vancouver, British Columbia
V7M 3H7
Telephone: (604) 984-3700

A description of the organization and responsibilities of the St. Lawrence Seaway Authority, Canada Ports Corporation and the four Pilotage Authorities, as well as the records held by them, are provided elsewhere in this Register.

Ports and Harbours

The directorate administers public harbours and port facilities serving commercial water transportation interests, and provides functional direction to the regions in these areas. It also serves as a focal point for Harbour Commission's interests with the federal government.

Aids to Navigation

The directorate develops and recommends policies for the provision of aids to marine navigation; provides functional direction to the Canadian Coast Guard regions for marine aids to navigation and vessel traffic services; reviews and approves works in navigable waters; and directs the development of commercial navigable waterways. It prepares legislation and regulations for marine aids to navigation, vessel traffic services and the *Navigable Waters Protection Act*. It is also responsible for the custody and disposal of wrecked vessels.

Manuals

- The Canadian Aids to Navigation System
- The New Canadian Buoyage System
- Careers — Canadian Coast Guard
- CCG Careers: Engineering Technician, Electronics Technician, Marine Traffic Regulator, Professional Engineer
- Hydraulics Research Centre
- Vulnerability of Bridges in Canadian Waters
- Notices to Mariners (weekly, annual)
- List of Lights, Buoys and Fog Signals (4 Vols.: Atlantic, Newfoundland, Inland and Pacific)
- Summary of (T) and (P) Notices to Mariners (annual)
- Index to Notices to Mariners (annual)

Telecommunications and Electronics

The directorate develops and recommends policies for the provision of maritime mobile safety communications, directs the operation of the Coast Guard radio station network and the radio navigation system and directs the provision of all telecommunications and electronics systems utilized by the Coast Guard. It also prepares legislation and regulations for the performance and inspection of radio equipment fitted in ships for safety purposes.

Manuals

- Radio Aids to Marine Navigation

Fleet Systems

The branch develops national policies and plans for the composition, operation and maintenance of the Canadian Coast Guard Fleet, which provides shipping with ice-breaking and ice-escort services, and gives support to other functions, such as aids to navigation, and participates in research and sea rescue activities.

Search and Rescue

The branch develops, maintains, and ensures the efficient operation of facilities and services to minimize loss of life and personal injuries in the marine environment as a result of search-and-rescue incidents.

Ship Safety

The branch develops and applies safety standards for the design, construction, operation and maintenance of ships, Mobile Offshore Drilling Units (MODU) and air-cushion vehicles, for their machinery and equipment, for navigation, for handling and stowage of cargo, for the qualification and certification of ships, MODU and air-cushion vehicle personnel, and for the prevention of pollution by ships. It also participates in the development of international codes, conventions and regulations concerning marine safety, and maintains registries of vessels and ships' personnel.

Manuals

- Guide for Customs Officers — Canada Shipping Act
- Standards for Radio Installations and Related Equipment, 1981
- Standard Marine Navigational Vocabulary
- Ship Safety Electrical Standards

- Standard for the Control of Gas Hazards in Vessels to be Repaired or Altered
- Standards Respecting Noise Control and Hearing Protection in Canadian Towboats over 15 Tons, Gross Tonnage
- Marine Automation Standards for Remote and Automated Control Systems in Ships
- Examination and Certification of Masters and Mates (Publication Examination - 1979 ed.)
- Equivalent Standards for Fire Protection of Passenger Ships
- Guide to Helicopter/Ship Operations
- TERMPOL Code (2nd edition) Code of Recommended Standards for the Safety and Prevention of Pollution for Marine Transportation Systems and Related Assessment Procedures
- Standards Respecting Mobile Offshore Drilling Units (MODU)
- Structural Fire Protection Standards: (1) Testing and Approval Procedures (2) List of Approved Products
- Plastic Piping Standards
- Routing Standards
- Navigating Appliances and Equipment Standards
- Code of Nautical Procedures and Practices
- Standards for Navigation Lights, Shapes, Sound Signal Appliances and Radar Reflectors
- International Code of Signals

Emergencies

The branch is involved in clean-up of pollution from shipping and acts as a resource agency for marine pollution incidents from other sources. It evaluates, acquires, and maintains the Coast Guard's pollution countermeasures equipment and regularly provides exercises for the Coast Guard and other personnel.

Manuals

- National Training Plan: Coast Guard Emergencies
- Arctic Marine Emergency Plan
- National Marine Emergency Plan
- Joint Canada/US Marine Pollution Contingency Plan

SURFACE GROUP

Assistant Deputy Minister

The Assistant Deputy Minister, Surface, directs the development, implementation and monitoring of programs relating to urban transportation, including railway relocation and grade separation projects; the research, development, implementation and assessment of policies and programs for road safety, promulgation and enforcement of safety, emission and fuel economy standards for new motor vehicles and components manufactured or imported into Canada; all aspects of safety in the handling, offering for transport or transportation of dangerous goods; and the development, preparation and maintenance of emergency plans and procedures for the surface modes during national emergencies.

The Surface Group is divided into three directorates and two branches: Railway Safety, Road Safety and Motor Vehicle Regulation; Transportation of Dangerous Goods; Surface Emergency Planning; Resource Management and Executive Services.

Information about any of these groups may be obtained from:

Assistant Deputy Minister, Surface
Surface Group
Transport Canada
Place de Ville
Ottawa, Ontario
K1A 0N5
Telephone: (613) 998-1879

Railway Safety

This directorate co-ordinates all programs relating to railway safety in Canada. It is also responsible for the drafting of a Railway Safety Bill and all other consequent changes to other legislation. As well, it administers the *Railway Relocation and Crossing Act* as it pertains to the Department. Grade crossing accidents are significantly reduced due to the provision of crossing separations.

Road Safety and Motor Vehicle Regulation

This directorate co-ordinates federal government activities in motor vehicle and traffic safety in order to reduce deaths, severity of injuries, health impairment, property damage and fuel consumption. Principal responsibilities include development and enforcement of mandatory safety standards for motor vehicles, development of road safety countermeasures, liaison with motor vehicle agencies in other countries, management of the Motor Vehicle Test Centre and fuel economy programs, and participation in co-operative federal/provincial road safety programs.

Transport of Dangerous Goods

The directorate administers the national program relating to the transportation of dangerous goods; formulates and recommends policies, standards and means of implementing the regulations governing the handling, offering for transport, transportation and in-transit storage of dangerous goods for all modes of transport throughout Canada. It operates CANUTEC, the 24 hours a day emergency response and informaton centre for chemical transportation accidents. Call collect (613) 996-6666.

Surface Emergency Planning

This section develops the contingency plans, procedures, organizations and facilities that are necessary to ensure the efficient and effective operation of rail, ferry and highway transportation systems and facilities that are essential to the national transportation system during periods of national crisis, international tension or war.

Resource Management and Executive Services

This branch provides effective resource management to assist in the delivery of the Surface program; executive and co-ordination services; and administers the use and maintenance of government rail cars.

Classes of Records

DOT/PPD-005

Strategic Planning and Policies

Description: Information on the co-ordination and functional direction of the main planning activities within the Department, the periodic review of departmental objectives, preparing national and regional multimodal transportation forecasts, ensuring an adequate transportation database for the Department, and providing an economic analysis capability.

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DOT/PPD-010
Strategic Policy Development
Description: Information on policy development services and advice on multimodal transport issues, monitoring and analyzing transport systems, formulating system strategies and proposals for government action as appropriate, and ensuring an adequate level of university-based transport research and education programs.

DOT/COD-015
Conferences and Committees
Description: Information on all conferences, committees and associated sub-committees in which the Department collaborates with other federal departments, agencies of other governments both national and international, international organizations and industry groups. *Topics:* Committees and conferences (interdepartmental, intergovernmental, international); organizations (e.g., OECD, ECMT, ECE, UNCTAD). *Retrievability:* Files arranged by subject or name of committee; government; governmental department or agency; organization.

DOT/COD-020
Transportation of the Handicapped
Description: Information on activities related to the implementation of the federal policy on transportation of disabled persons; development of accessibility standards for all modes of transport; research and development; Minister's Advisory Committee on Transportation of the Handicapped. *Topics:* Federal policy on transportation of disabled persons; accessibility standards; amendments to the *Canadian Human Rights Act;* vehicle identification; paratransit services.

DOT/COD-025
Crown Corporations
Description: Information on the Crown corporations, their components and subsidiaries, corporate plans, acquisitions and divestiture proposals; central agency and departmental policies on Crown corporations. *Topics:* Transport Canada Crown corporations; subsidiaries; acquisitions; financing; corporation plans; legislation.

DOT/COD-030
Appeals from CTC Decisions
Description: Information on individual appeals filed with the Minister of Transport, and petitions filed with the Governor-in-Council concerning Canadian Transport Commission decisions, pursuant to Sections 25 and 64 of the *National Transportation Act.* of appeal; submissions of appeals; answers and replies; analysis and recommendations to Minister; ministerial opinions; petitions; interventions; recommendations to council; Orders-in-Council.

DOT/SDG-035 *Formerly Identified as:* DOT/TDG-035
Dangerous Goods
Description: Information on policies, regulations, education programs and administrative matters relating to the transportation and handling of dangerous goods. *Topics:* Dangerous Goods Code and Regulations; regulated commodities; engineering and safety standards; type of packaging; nature and application of permit; enforcement; training and certification; awareness and information; CANUTEC; evaluation and analysis; liaison and agreements; committees and task forces; advisory board; education programs; inspections; commodities.

DOT/RDD-040
Research and Development
Description: Information dealing with departmental, federal, sectoral and international transportation research and development policies and programs. *Topics:* Government policies affecting research and development in transport; microelectronic applications; transportation of dangerous goods; aeronautics; Arctic marine and ice-related technology; alternative fuel use in automotive, rail and marine applications; rail freight and rail passenger; highway; urban transit technologies; transportation of the disabled; and energy programs.

DOT/DSE-045
Legislation
Description: Information on all legislation, federal, provincial, municipal or foreign, to which the Department is subject and which it must implement.

DOT/DSE-050
Access to Information and Privacy; Human Rights; Paperburden Reduction
Description: Institutional policies and procedures concerning information on access to departmental records, the protection of the privacy of individuals, human rights, and the paperburden reduction program. *Topics:* access to personal records; human rights; paperburden reduction.

DOT/DSE-055
Parliamentary Affairs
Description: Information on written and oral questions in Parliament and other information required by Parliament, its committees, or other government institutions. *Topics:* Order Paper questions; oral questions; motions for production of papers; tabling of annual reports and returns; special committee of council; Standing Joint Committee on regulations and other statutory instruments.

DOT/DSE-060
Regulatory Activities (L1502 Block 5250, Series 5003)
Description: Information on the monitoring of departmental rule-making, participation in projects involving departmental statutes and subordinate legislation, and the implementation of systems and procedures to provide departmental users and the private sector with consolidated regulatory material. *Topics:* Regulatory reform; regulations consolidation; central registry for regulations and statutory instruments; regulations held on microfiche.

DOT/DSE-065
Emergency Planning and Operations
Description: Information on policy, procedures and briefings, including inter-departmental, inter-governmental and NATO crisis management activity. *Topics:* Book; emergency information.

DOT/AAN-070
Air Navigation System Requirements
Description: Information on air navigation systems and aids; on planning and policy for aerodromes, airspace, ANS services and facilities and aviation weather. *Topics:* Aerodromes; ANS levels of service; aeronautical publications; aviation weather requirements; flight inspection and calibration; and navigation aids.

DOT/DAT-075
Air Traffic Services
Description: Information on research, development, implementation, and maintenance of national policies, systems and procedures for safe and efficient air traffic services and control within Canadian-controlled airspace. *Topics:* Area control; airport control; terminal control; information and supplementary services; research and development. *Retrievability:* Files arranged by subject and geographically by site and oceanic codes or areas. *Storage Medium:* EDP systems.

DOT/DFS-080
Facility Engineering and Systems Development
Description: Information on the establishment, operation, and maintenance of stations and systems that provide communications and electronic navigation aids to civil aviation, including procurement of equipment, broadcast services, and airport advisory services. *Topics:* Establishment; construction; operation; maintenance; services;

building site acquisitions; concessions and leases; apparatus; supplies; equipment; utilities; security; and frequencies. *Retrievability:* Files arranged by subject, and geographically by site codes. *Storage Medium:* EDP systems and microfilm.

DOT/AAG-085 *Formerly Identified as:* DOT/AAA-085
Airports
Description: Information on civil airports, heliports, and STOL ports. *Topics:* Planning, establishment, design, construction, maintenance, and operation of airports; site acquisition, including environmental considerations and grants; equipment; services; utilities; facilities; concessions and leases; claims; buildings; safety; policing and security; fire protection and rescue; and catering and messing. *Storage Medium:* EDP systems and microfilm.

DOT/AAA-090 *Formerly Identified as:* DOT/FSD-090
Flight Operations
Description: Information on types of aircraft operated by the Department. *Topics:* Flight operations; technical services; quality assurance; training and systems safety.

DOT/DLC-095
Air Traffic Operations (5250, 5258, 5260 Block)
Description: Information on the development of policies, rulings, and rates for air carriage of freight, mail, and passengers. It includes details of operations and certificates of commercial airline companies, flying clubs and schools, and Air Canada. *Topics:* Express and freight; air carriage of mail; passenger traffic; airline companies; flying clubs; flying schools; operating certificates; and Air Canada. *Retrievability:* Files are arranged by subject, airline company, flying club, or school.

DOT/DLC-100
Aircraft (5008)
Description: Information on aircraft inspections, operations, types of aircraft. *Topics:* Registration, inspection and operation. *Retrievability:* Files arranged by subject and aircraft markings. *Storage Medium:* EDP systems and microfilm.

DOT/DLC-105
Examinations and Certificates (5802)
Description: Information on personnel licensing standards, including examinations and certification for air pilots, flight engineers, flight navigators, aircraft maintenance engineers and air traffic controllers. *Topics:* Licensing standards; examinations; certificates; air pilots; flight engineers; flight navigators; aircraft maintenance engineers; air traffic controllers. *Retrievability:* Files arranged by subject of licensing standards and examinations, name of air pilots, flight engineers, flight navigators, aircraft maintenance engineers and air traffic controllers, or applicant for licences. *Storage Medium:* EDP systems and microfilm.

DOT/DAB-110
Civil Aeronautical Products — Safety and Approval (5010, 5201, 5012 Block)
Description: Information on aircraft dealers, types and specifications, tests and approval of aircraft material and equipment. *Topics:* Type of aircraft; type of engine; material and equipment by aircraft dealers, certificates of airworthiness for aircraft and parts. *Retrievability:* Files are arranged by individual company and aeronautical product.

DOT/DAX-120
Aviation Security (5172, 5204, 6602)
Description: Information on airport security and policing. *Topics:* Access to Canadian airports; dangerous, prohibited and restricted areas; enquiries; designation of security officers; emergency communications; detection; devices and systems; foreign agreements; National Air Transportation System. *Retrievability:* Files arranged by subject and investigation.

DOT/DEL-125
Enforcement Policy and Procedures (5003, L1502 Block)
Description: Information on enforcement policy, procedure, case histories, air regulations and air navigation orders. *Topics:* Air regulations; air navigation orders; enforcement cases. *Retrievability:* Files arranged by subject and enforcement case.

DOT/DAM-130
Aviation Medicine (5320 Block, 5002 Series)
Description: Information on airline associations, organizations, regional medical officers, medical examiners, standards, examinations, research, medical records of civil aviation personnel. *Topics:* First aid kits; flight time limitation and fatigue; regional medical officers and examiners; medical equipment; medical records of civil aviation personnel. *Retrievability:* Files arranged by subject and name. *Storage Medium:* EDP systems and microfilm.

DOT/MPH-135
Harbours and Ports
Description: Information on the establishment, administration, development, operation and maintenance of ports and harbours, including the establishment and collection of user charges. *Topics:* Facilities; studies; harbours and ports; headlines; harbour masters; property records; rules and regulations; tariffs and fees; returns and refunds. *Retrievability:* By subject and geographic name of harbour or port.

DOT/MPH-140
Wharves
Description: Information on the administration, operation and maintenance of marine facilities under the jurisdiction of the ports and harbours branch, including the planning and development of port facilities and the establishment and collection of tariffs. *Topics:* Administration; rules and regulations; tariffs and fees; leases; inspections and wharf-owners.

DOT/MCI-150
Marine Casualties and Accidents
Description: Information on casualties and accidents, investigations, reports, cargoes, and wrecks. *Topics:* Rules; regulations, casualty statistics; cargo and equipment losses; investigations; reports, collisions, groundings; founderings. *Retrievability:* Files arranged by subject, names of vessels and areas of occurrence. *Storage Medium:* EDP systems.

DOT/MAW-155
Aids to Navigation — Marine
Description: Information on the establishment, operation and maintenance of fixed and floating marine navigation aids. *Topics:* Buoys; lights; beacons; fog signals; notices to shipping; notices to mariners; site acquisitions; buildings; structures; service contracts and vessel traffic management. *Storage Medium:* EDP systems and microfilm. *Retrievability:* By subject and geographic site.

DOT/MAW-160
Navigable Waters — Protection
Description: Information on policies and regulations, and applications and approvals for industrial and other construction plans affecting navigable waters. *Topics:* Applications for approval; approval of construction; types of buildings and works; designation of navigable waters. *Retrievability:* Files arranged by subject, individuals or companies, geographic location, type of building or works. *Storage Medium:* Microfilm.

DOT/MAW-165
Waterways
Description: Information on water levels and gauges, St. Lawrence waterways and the Canso Canal. *Topics:* Water levels and gauges; St. Lawrence waterways; Canso Canal; and St. Lawrence ship channel.

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DOT/MAW-170
Navigable Waters — Obstructions
Description: Information on obstructions in navigable waters. *Topics:* Obstructions in navigable waters; bridges; cribworks; sunken piers; logs; rafts and lumber; shoals; wrecks and derelicts. *Retrievability:* Files arranged by subject, individual, company, geographic location, type of obstruction or names of derelicts or wrecked vessels.

DOT/MTE-175
Telecommunications and Electronics — Marine
Description: Information on the establishment, operation and maintenance of stations and systems that provide communications and electronic navigation aids to the Canadian Coast Guard and marine transportation, including design and procurement of equipment. *Topics:* Establishment; construction; operation; maintenance; services; buildings; site acquisitions; concessions and leases; apparatus; supplies; equipment; utilities; security and frequencies. *Retrievability:* Files arranged by subject, geographical location and name of Coast Guard ship. *Storage Medium:* EDP Systems and microfilm.

DOT/MFS-180
Ships — Canadian Government
Description: Information on the operations, functions and services performed by the Canadian Coast Guard fleet, such as northern supply operations, support to aids to navigation and search-and-rescue. This includes information on the operation and maintenance of Canadian Coast Guard vessels, such as acquisitions and supplies. *Topics:* Purchases; charters; sales; services; northern transportation; accidents and damage claims; fuel; movements; provisioning; repairs and inspections. *Retrievability:* Files arranged by subject and name of Coast Guard vessel.

DOT/MSR-185
Search and Rescue — Coast Guard
Description: This class covers information relating to search and rescue operations, and lifesaving stations. *Topics:* Lifesaving stations; search and rescue; equipment and supplies. *Retrievability:* Files arranged by subject, and geographically by name of lifesaving station.

DOT/MSR-190
Ice Operations — Coast Guard
Description: Information on icebreaking, ice reporting, ice escorting and the International Ice Patrol. *Topics:* Icebreaking; ice reporting; ice escorting; International Ice Patrol; methods and equipment.

DOT/MSS-195
Harbours and Ports — Cargo Loading
Description: Information on rules and regulations concerning the handling and stowage of ships' cargoes and the appointment of surveyors and port wardens. *Topics:* Rules and regulations; reports and returns; and appointments of surveyors and port wardens.

DOT/MSS-200
Ships' Officers and Seamen
Description: Information on the qualification and certification of ships' officers and seamen. *Topics:* Masters; mates; engineers; seamen; discharge books; shipping masters; examinations; certificates; welfare and discipline; and clearances of vessels. *Retrievability:* Files arranged by subject and names of ships' officers and seamen. *Storage Medium:* EDP systems.

DOT/MSS-205
Navigation and Seamanship
Description: Information on navigation, seamanship. *Topics:* Navigation, seamanship, collision regulations, speed of vessels, anchorages, schools, and apparatus and equipment.

DOT/MSS-210
Control of Shipping
Description: Information on the control of shipping, including the coasting trade, and small boats. *Topics:* Coasting trade; freight movements; commodities; marine irregularities; merchant marine; Park Steamship company; and small boats.

DOT/MSS-215
Ships — Registration and Licensing
Description: Information on the registration and licensing of ships other than small vessels. *Topics:* Ports of registry; ships registered and ships licensed. *Retrievability:* Files arranged by subject and names of ships. *Storage Medium:* EDP Systems.

DOT/MSS-220
Ships — Inspection
Description: Information on inspection, regulations and procedures, including small vessel inspection, and capacity and horsepower plates. *Topics:* Regulations; procedures; small vessel inspection; and capacity and horsepower plates. *Retrievability:* Files arranged by subject and names of small vessels.

DOT/MSS-225
Ships, Inspection — Appliances and Equipment
Description: Information on the testing and approval of ships' appliances and equipment. *Topics:* Engines; boilers; machinery; fire protection equipment; lifesaving equipment and materials used in construction of ships. *Storage Medium:* Microfilm.

DOT/MSS-230
Ships, Inspection — Safety
Description: Information on the inspection and certification of ships used in the carriage of dangerous goods and load lines. *Topics:* Explosives; dangerous goods; and load lines. *Retrievability:* Files arranged by subject and names of ships.

DOT/MSS-235
Ships, Inspection — Specific
Description: Information on rules and regulations governing safety inspections of ships. There are individual case files for specific vessels containing inspection reports and certificates, survey reports, etc. *Topics:* Ferries, drilling rigs, ships, ships' tackle and survey reports. *Retrievability:* Files arranged by subject and names of ships. *Storage Medium:* EDP systems.

DOT/MSS-240
Air Cushion Vehicles (ACV)
Description: Information on all aspects of air cushion vehicles. *Topics:* Regulations; registration; licensing; certification; inspection; examination and certification of personnel; companies; equipment; material; research and development; and accidents and investigations. *Retrievability:* Files arranged by subject, names of personnel, and name, type and registration mark of ACV. *Storage Medium:* EDP systems.

DOT/MSS-245
Ships — Measuring and Surveying
Description: Information on the rules, regulations and procedures for measuring and surveying ships; and tonnage measurements. *Topics:* Rules; regulations; appointment of measuring surveyors, and agreements with other countries.

DOT/MSS-250
Pollution
Description: Information on rules, regulations and policies for the prevention of pollution in inland waters and at sea. It includes emergency plans and operations concerning the clean-up of oil or other pollutants. *Topics:* Rules; regulations; policies; plans; operations; reports; methods and equipment.

DEPARTMENT OF TRANSPORT

DOT/COD-255 *Formerly Identified as:* DOT/DSH-255
Highways
Description: Information on policies, studies and objectives for the provision, regulation and management of highways, international bridges and tunnels, and federal-provincial collaboration in highway projects. *Topics:* Highway economics; engineering; construction and operations. *Retrievability:* Files arranged by subject, name of project or highway, or geographical location.

DOT/COD-260 *Formerly Identified as:* DOT/DSH-260
Motor Carriers
Description: Information on interprovincial and international motor carrier industry, intergovernmental relations, both federal-provincial and international. *Topics:* Commercial and private trucking; household goods; commercial buses; freight forwarding; federal and provincial regulations and laws; and studies.

DOT/COD-265 *Formerly Identified as:* DOT/DSH-265
Bridges and Tunnels
Description: Information on policies, studies and objectives on the provision, regulation and management of international bridges and tunnels, and federal-provincial collaboration in international bridge and tunnel projects.

DOT/COD-270 *Formerly Identified as:* DOT/DSH-270
Surface Transportation Policy
Description: Information on policies and programs affecting the various modes of surface transportation. *Topics:* Multimodal transportation; urban transportation; railway relocations; and grade separations.

DOT/DTS-275
Road Safety and Motor Vehicle Regulation
Description: Information on road and motor vehicle traffic safety, research and development of countermeasures, engineering development and enforcement of safety and emission standards, and safety regulations, management of the Motor Vehicle Test Centre and fuel economy programs. *Topics:* Road safety and motor vehicle regulation; countermeasures development; accident and defect investigations; public complaints, recall campaigns; motor vehicle engineering and safety standards; motor vehicle safety rules and regulations; Motor Vehicle Test Centre; compliance auditing and testing; national and international organizations and associations dealing with road and vehicle safety; motor vehicle emissions control; and fuel economy. *Retrievability:* Files arranged by subject, project, company and safety standard. *Storage Medium:* EDP systems, test film, microfilm, and video tape.

DOT/COD-280 *Formerly Identified as:* DOT/DWD-280
Marine Transportation Program
Description: Information on policies and programs for the administration of subsidies to ferry and coastal services. *Topics:* Ferry and coastal services; subsidies; levels of service; and tariffs.

DOT/COD-285 *Formerly Identified as:* DOT/DRG-285
Railways and Grain
Description: Information on railway operations and design, regulations, freight transportation, capacity, grain transportation and handling. *Topics:* Lands; buildings; legislation; regulations; leases; finance; operations; maintenance; traffic; freight; rates; rights-of-way; main and branch lines; and terminals. *Retrievability:* By subject, project and location.

DOT/COD-290 *Formerly Identified as:* DOT/DRP-290
Railway Passenger Services
Description: Information on railway passenger services and systems in Canada. *Topics:* Passenger services, VIA Rail. *Retrievability:* By subject and project.

DOT/DRS-295
Rail Safety (New)
Description: Information on policy development and improvements to rail safety. *Topics:* Railway safety, railway relocation and grade separations.

DOT/COD-300
Air Forecast Information (New)
Description: Information on future aviation traffic for passengers, aircraft movements, air cargo and mail in Canada. The traffic forecasts fall into two major categories: national forecasts and site-specific (airport) forecasts and include macro forecasts of registered aircraft, licenced personnel, revenue passenger-kilometers, total hours flown, unit IFR flight plans by regions and Terminal Control Units. *Retrievability:* Aviation forecasts can be retrieved by forecast subject and by airport. They are also available in various aggregate forms (Top 30 airports, national and regional). *Storage Media:* Hardcopy by forecast subject and by airport as well as by Micro and EDP Systems (Self-Serve Computer Retrieval System).

Deleted Classes of Records

DOT/DSP-115	Aviation Safety
DOT/MPC-145	Marine Pilotage

TREASURY BOARD (SECRETARIAT)

Chapter 101

TREASURY BOARD (SECRETARIAT)

TREASURY BOARD (SECRETARIAT)
(TBS)

SECRETARY AND ASSOCIATE SECRETARY
(SEC)

005 Access Requests
006 Communications
010 Privacy Act Requests
015 Treasury Board Submissions
020 Task Force on Productivity

ADMINISTRATIVE POLICY BRANCH
(APB)

025 Administrative Policy
035 Communications
040 Conferences
045 Contracts
050 Federal Identity Program
055 Information Management
060 Consulting and Professional Services
065 Material Management
070 Real Property
075 Risk Management
080 Relocation
085 Services
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095 Federal Government Accommodation
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105 Major Crown Projects
110 Incentive Awards
145 Implementation of the Access to Information and Privacy Acts
165 Office of the Co-ordinator, Regulatory Reform
226 Information Technology Standards
227 Task Force on Informatics
228 Task Force on Access to Information and Privacy

OFFICIAL LANGUAGES BRANCH
(OLB)

240 Official Languages
245 Audit
250 Commissioner of Official Languages
255 Committees and Councils
260 Training
265 Systems

PERSONNEL POLICY BRANCH
(PPB)

275 Personnel Policy
300 Affirmative Action
325 Quality of Worklife
330 Human Resource Planning
335 Training Policy
340 Human Rights
345 Foreign Service
350 Isolated Posts Directive
355 Occupational Health and Safety
360 Personnel Management
370 Pensions and Insurance
375 Health and Income Protection Plan
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385 Conditions and Benefits of Work
390 Pay
400 Organization
415 Classification
425 Personnel Data System
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STAFF RELATIONS BRANCH
(SRB)

435 Staff Relations
440 Adjudication
445 Certification
450 Committees and Councils
460 Discipline
465 Disputes and Strikes
470 Grievances
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485 Payroll Deductions
490 Public Service Staff Relations Act
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505 Statistics and Surveys
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TREASURY BOARD (SECRETARIAT)

PROGRAM BRANCH
(PRB)

- 545 Decentralization
- 550 Budget Co-ordination
- 560 Ministerial Task Force on the Privatization of the Crown Corporations
- 575 Program
- 580 Crown Corporations

ADMINISTRATION BRANCH*
(ADM)

- 901 Administration
- 902 Acts and Legislation
- 903 Administrative and Management Services
- 904 Co-operation and Liaison
- 905 Buildings and Properties
- 906 Buildings
- 907 Lands
- 908 Utilities
- 909 Equipment and Supplies
- 910 Furniture and Furnishings
- 911 Office Appliances
- 912 Procurement
- 913 Vehicles
- 914 Finance
- 915 Accounts and Accounting
- 916 Audits
- 917 Budgets
- 918 Personnel
- 919 Classification of Positions
- 920 Employment and Staffing
- 921 Human Resources
- 922 Occupational Health, Safety and Welfare
- 923 Official Languages
- 924 Pensions and Insurance
- 925 Salaries and Wages
- 926 Staff Relations
- 927 Training and Development

* Treasury Board shares the Administration Branch with the Department of Finance and the Office of the Comptroller General

ACCESS TO INFORMATION
CO-ORDINATOR
TREASURY BOARD SECRETARIAT
L'ESPLANADE LAURIER
9th FLOOR, EAST TOWER
140 O'CONNOR STREET
OTTAWA, ONTARIO
K1A 0R5

TREASURY BOARD (SECRETARIAT)

Background

The Treasury Board is a committee of the federal Cabinet. Its President is the chairman of the committee, and its members include the Minister of Finance and four other Cabinet Ministers who are appointed by the Governor-in-Council. The Board was created by Order-in-Council in 1867 and received statutory approval in 1869. Its Secretariat was part of the Department of Finance until 1966, when it became a separate institution.

Overall Responsibilities

The Board's responsibilities, as set out in the *Financial Administration Act*, include financial management, personnel management and central administration of the Public Service of Canada. It is also responsible for the application of the *Official Languages Act* within the Public Service and serves as the employer for negotiating federal Public Service collective agreements under the *Public Service Staff Relations Act*.

Organization

The Treasury Board is served in these functions principally by the Treasury Board Secretariat, which is divided into six branches: program, personnel policy, staff relations, administrative policy, official languages and administration. In addition, there are a number of offices — the Office of the Secretary, the Communications Division, the Submission Control Unit, the Bureau of Real Property Management and the Privatization Secretariat.

The Secretary is the deputy minister, who directs the work of the institution. He advises the President and the Board on all areas concerning the organization and management of the Public Service under the Board's jurisdiction. The Office of the Secretary is also responsible for the co-ordination of requests received under the *Access to Information Act* and *Privacy Act* for information held by the Treasury Board Secretariat.

The Communications Division provides the President, the Secretary and the six branches with the services, advice and expertise they require in the area of public relations, communications and publishing.

The Submission Control Unit acts as a central clearing point for all submissions received by the Board. Submissions are departmental requests for program expenditure or administrative personnel or other authorities that the Treasury Board is empowered to grant. The unit maintains files on past decisions of the Board.

Access Procedures

All requests for information under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator
Treasury Board of Canada Secretariat
L'Esplanade Laurier, 9th Floor, East Tower
140 O'Connor Street
Ottawa, Ontario
K1A 0R5
Telephone: (613) 957-2420

Administrative Policy Branch

The Administrative Policy Branch is responsible for advising the Treasury Board on all matters, including departmental proposals, relating to general administrative policy in the Public Service of Canada. The branch develops, interprets and monitors the implementation of administrative policies, ensuring that the principles of equity, prudence and probity are upheld in the management of federal government materiel services and information. The branch is responsible for promoting the efficient operations of departments, the effectiveness of federal programs and ensuring fair information practices in government.

Manuals

- Administrative Policy Manual — outlines government policy on real property, materiel, services, information management and general administrative services

Administrative Management Division

The division is responsible for the development, interpretation, compliance and evaluation monitoring of all policy in the fields of contracting, materiel and services. This includes the formulation of regulations, directives and guidelines for use by departments and agencies to improve the effectiveness of administrative policy and the provision of advice to Treasury Board on departmental requests to exceed policy limitations.

Information Management Division

The division is responsible for the development, interpretation and compliance monitoring of all policy on information management. This includes the management of information technology, including all aspects of information systems, electronic data processing, telecommunications and office support systems. It is also responsible for information management practices, including those relating to Access to Information and Privacy legislation, information collection, security of information and other assets, records management, communications and the Federal Identity Program.

Bureau of Real Property Management

The bureau was established in 1986 to advise the Treasury Board on matters relating to the management of real property under the custody of all departments and agencies. The bureau is responsible for the development of real property policies and for the maintenance of information on property holdings. It advises the Treasury Board on the long term real property capital plans and major capital projects, on the allocations of property to the custody of program departments and agencies and on the expenditures and services of Public Works Canada.

Official Languages Branch

This branch develops and communicates government policies and programs for the application of the *Official Languages Act* within departments and agencies of the Government of Canada, as well as judicial, quasi-judicial or administrative bodies or Crown corporations, and to monitor, audit and evaluate their implementation and effectiveness.

In accordance with the revised policies on official languages in the Public Service issued in September 1977, the branch is responsible for producing general guidelines and criteria to provide overall direction to departments and agencies; providing technical and specialized assistance as required; reviewing the annual plans and reports of departments for their official languages program and recommending appropriate action; auditing and evaluating departmental official languages activities; monitoring the overall progress of the Public Service towards the achievement of official languages objectives; managing the Official Languages Information System (OLIS); consulting employee representatives through the Official Languages Committee of the National Joint Council; and preparing an annual report to the government on the status and evaluation of official languages policies and programs in the Public Service.

The branch is also responsible for informing federal employees and other interested parties on the *Official Languages Act* and the government's official languages policies and programs.

To carry out its mandate, the branch is divided into a secretariat and three divisions: operations, policy, and evaluation and audit.

Secretariat

The secretariat provides controls, co-ordination and support services to organizational elements of the branch in the areas of manpower and financial resources; processes departmental submissions; and monitors the service-wide costs of official languages programs.

The secretariat also has a documentation and reference centre to provide a quick, up-to-date information service to the branch, departments, agencies and corporations as well as to the general public on matters related to the *Official Languages Act* and government policies and programs on official languages.

Operations Division

The division advises departments and agencies on the implementation of official languages programs, which includes the preparation of annual plans and progress reports. It also analyzes these and other submissions to the Secretariat from departments, and on the basis of its analysis recommends acceptance, modification or rejection of the submissions. The division analyzes and interprets policy, particularly program operations policy in departments. It is divided into three groups; each is responsible for a specific number of departments, agencies and corporations.

Policy Division

The division formulates and systematically interprets the government's official language policies; analyzes major issues arising as a result of the application of these policies in various departments; formulates proposed policy amendments or revisions; and prepares major reviews and assessments of the impact of these policies, which include an annual report to Cabinet. These functions also include participation in the analysis of annual departmental plans to determine their consistency with current policies.

The division undertakes extensive liaison with other branches and central agencies to ensure the co-ordination of the official languages policies with other related personnel or language policies. It is divided into two groups: Policy Interpretation and Adjustment, and Policy Analysis.

Evaluation and Audit Division

This division defines appropriate indicators of program performance; analyzes data collected through the Official Languages Information System, other reporting media, analysts and audit team observations; conducts special studies; and examines trends and program effectiveness. The audit function consists of monitoring the information system data and ensuring compliance with policies through on-site audits in various departments and agencies; corrective measures are recommended where necessary.

The division also plans and establishes the systems and procedures required to give effect to government policies and to evaluate their implementation effectiveness. It is divided into three groups: Evaluation and Special Studies, Audit, and Procedures.

Manuals

- Official Languages Administrative System Manual (OLAS), Vols. 2 and 3
- Language Training Input Manual
- Language Training Output Manual
- Treasury Board Circulars Relating to Official Languages, Vols. 1 and 2
- Audit Guide on Official Languages

Personnel Policy Branch

The role of this branch is to develop, communicate and provide for the implementation and evaluation of the personnel policies, systems and methods necessary to ensure that the human resources needed to carry out government programs effectively are determined, obtained at competitive cost, managed and developed efficiently. The interests and the individual and collective rights of employees are duly taken into account.

The branch's specific areas of responsibility include general personnel management; classification, pay and human resource information system; human resources; pensions and planning, evaluation and policy development.

Manuals

- Personnel Management Manual

Human Resources Division

The division develops and implements personnel policies and activities to ensure that the Public Service is as representative of the Canadian population as is possible and that women, indigenous people, the disabled, visible minorities and other designated groups have equality of access to jobs and opportunity for advancement in the federal Public Service. It develops and evaluates affirmative action techniques and models and advises departments on their application. It also acts as consultant to departments on the training, development, monitoring and evaluation of quality of worklife projects, and ensures the human element is considered as new technologies and productivity improvements are introduced. The division develops human resource planning policy to help government acquire and maintain a productive workforce. The division ensures the development and dissemination of training policies needed to develop human resources. It also co-ordinates human rights issues and administers the personal harassment policy which aims to correct this problem within the Public Service. The division is responsible for administering a new policy requiring the implementation of employment equity in Crown Corporations.

General Personnel Management Division

The division develops and advises departments on policies and programs in the areas of benefits and universally applied allowances; compensation, management classification, complement control, and working conditions for the management category and excluded groups; work force adjustment; performance review and employee appraisal; personnel administrator development; conflict of interest and post-employment code; personnel security; and occupational health and safety. The division provides advice on organizational issues of concern to the Treasury Board, and also provides co-ordination and advisory services to the branch in such areas as legislation, authorities and policies, in addition to administering the Personnel Management Manual.

Manuals

- Personnel — A Manager's Handbook
- Handbook on Occupational Health and Safety

Classification, Human Resource Information Systems and Pay Division

The division provides advice on organizational issues of concern to the Treasury Board; reviewing, developing and maintaining classification policies and procedures; co-ordinating training programs in the area of classification; developing, implementing and administering classification grievance policy and procedures; processing of complaints filed under the equal pay provisions (Section II) of the *Canadian Human Rights Act;* recommending policies and implementing the personnel human resources information systems; recommending and implementing policies for pay systems and co-ordinating pay administration in the Public Service.

Manuals

- Pay Administration Manual
- Data Element Dictionary
- Lexicon of Terms and Definitions Relating to Personnel

Planning, Evaluation and Policy Development Division

The division co-ordinates the policy development activities of the specialist divisions of the branch to achieve a balanced and cohesive government-wide system of personnel policy consistent with branch objectives and priorities and the Secretariat's overall strategic plan. It reviews the effectiveness of the total Public Service personnel policy system and the appropriateness of individual policies, practices and procedures. The division also manages the Temporary Assignment Program (TAP).

Pensions and Special Projects Division

The division develops, implements and manages pension policies and programs for all public service sectors for which the government has responsibility as an employer. This includes normal retirement, early retirement and post-retirement policies, and pension portability policies, as well as integration of plans with the national pension plans (the Canada Pension Plan and the Québec Pension Plan) and the appropriate compliance with requirements imposed on private sector pensions plans. These responsibilities involve communication with many departments in order to carry out the activities related to the actual administration of the plans, the assessment of the broad financial consequences to the Governement of the size and management of the pension accounts, the development of the required rights of employees, pensioners and their survivors.

Staff Relations Branch

The branch is responsible for conducting labour negotiations on the employer's behalf in the federal Public Service as described in Schedule I, Part I, *Public Service Staff Relations Act* (PSSRA); and, in the process, for carrying out consultations with unions at the national level and in the National Joint Council; and for engaging in effective two-way communication with departmental management. The branch conducts, administers and advises on collective bargaining, negotiations, consultations, exclusions, designations, grievances and adjudication, certification, and employee-employer relations training. It is also responsible for compensation analysis for groups subject to collective bargaining, compensation determination for the Canadian Forces and the RCMP, and the conduct of various research, analytical and statistical services for the Personnel Policy Branch (PPB).

Manuals

- Index of Managerial and Confidential Exclusions
- Negotiations and Settlement Report

Program Branch

The branch is responsible for the following functions

- the provision of analyses and recommendations to the Treasury Board to assist it in decisions on departmental Multi-year Operational Plan proposals, the Estimates (both Main and Supplementary) and Treasury Board submissions; the records on submissions other than operational plans and estimates are maintained by the Submission Control Unit;
- the provision of support to the President of the Treasury Board in his capacity as a member of Cabinet committees. in the form of information and advice on departmental submissions to Cabinet; and the operation of the decision-making and resource allocation system (the recording and reporting of the expenditure plans of the government, including the resource implications of all Cabinet decisions and the status of commitments on a multi-year basis);
- the production of multi-year forecasts of spending requirements and the reporting of these forecasts to the Priorities and Planning Committee as part of its review of fiscal plans;
- the development and maintenance of systems and the issue of the instructions and directives necessary to meet the above requirements.

To fulfil these responsibilities, branch staff is required to maintain close working relationships with departmental managers and officials of the Department of Finance and the Privy Council Office.

Manuals

- Policy and Expenditure Management System

Budget Co-ordination Divisions

The Budget Co-ordination Divisions include the Estimates Division and Expenditure Analysis Division.

Estimates Division

This division issues the manuals of instructions on the preparation of multi-year operational plan submissions. It compiles central records for estimates and operational plan submissions, Treasury Board Secretariat recommendations and decisions on those submissions. These central records form the main sources of information on government expenditures, commitments and plans. The division also keeps the accounts for expenditure allotments and for centrally financed votes.

The Estimates Division has a major operational role in the technical production of main and supplementary estimates, including advice to analysts in matters of vote wording, expenditure coding and allotment control. The division is also responsible for scheduling, preparing and documenting the *Estimates Act* and *Appropriation Act* and supporting the President at the tabling of these Acts and the related press conferences.

Expenditure Analysis Division

The division is responsible for the central expenditure control function that the branch carries out on behalf of the government. Periodic detailed projections of government spending based on alternative economic and government policy scenarios are prepared in co-operation with the program divisions; analyses of historical and projected future spending patterns are then submitted for Cabinet consideration. Once the expenditure framework has been established, the division is responsible for monitoring subsequent Treasury Board, Cabinet Committee and Cabinet decisions with expenditure implications, changes in the forecast requirements for statutory programs, and the effects of any special spending control initiatives such as expenditure reductions or directed lapses. The division prepares weekly reports for the Treasury Board and the policy committees of Cabinet on the status of expenditure commitments within the approved framework and on expected total outlays for the current and future years. These records are maintained on an "envelope" basis (corresponding to particular policy sectors) as well as at the aggregate level. The above-mentioned central expenditure control duties require a close working relationship with the

Department of Finance (particularly the Fiscal Policy Division) and the Secretariats of the Privy Council Office, which support the policy committees.

The division co-ordinates special branch activities that cross program division lines, in particular, advice to the President of the Treasury Board and the Minister of Finance on expenditure issues relating to the annual fiscal planning exercise, which entails the collection, consolidation and analysis of detailed information or recommendations from the Program Divisions; the presentation of alternatives for consideration; and analysis and comparison of provincial and international expenditure trends. The division also prepares all related Cabinet documents and the Government Expenditure Plan "Part I" which is tabled with the estimates. It supports the President at the tabling of these estimates and the related press conferences.

The division designs, develops, implements and operates electronic data processing systems to management specifications. These systems are based on the budgetary cycle of operational plan and reviews of estimates and other controls or analytical requirements of the branch.

Program Divisions

The Program divisions are responsible for assessing the resource implications of departmental policies and programs and for providing advice on these subjects to the Secretary, the President and the Treasury Board.

The divisions also communicate to departments the policies, directives and decisions emanating from the Treasury Board that affect the use and level of resources and monitor the implementation of the decisions as required. Interdepartmental consultation on policy and program proposals to avoid duplication of effort or conflicts in mandates is also initiated by these divisions.

The specific responsibilities of the Program Divisions include

- — analysis of the multi-year operational plan submissions from departments and agencies and the development of recommendations on the allocation of resources;
- — analysis of and advice on departmental submissions to the Board, which include requests for additional financial or personnel resources, proposals for the classification of accounts, authority to levy fees, and approval of specific capital projects (records on these submissions are maintained by the Submission Control Unit);
- — analysis of Cabinet documents, including the preparation of briefing material and recommendations for the President of the Treasury Board;
- — participation in interdepartmental meetings on the development or implementation of government policies and programs;
- — monitoring of the implementation of government policies and programs by departments;
- — assessment of the efficiency of departmental programs and operations;
- — co-ordination of resource proposals between departments and agencies as required to minimize duplication and to ensure, where possible, that appropriate interdepartmental consultation has taken place before proposals are placed before Ministers; and
- — maintenance of liaison with the Privy Council Office, the Department of Finance, the Office of the Comptroller General and other agencies as well as other branches of the Secretariat in the discharge of their responsibilities.

Crown Corporations Directorate

The directorate was created to act as the focal point within the central agencies for the government's relations with Crown corporations and as such is jointly managed by the Treasury Board Secretariat and the Department of Finance.

It was established through the integration of the resources responsible for Crown corporations activities in the government finance division of the Department of Finance and the Crown corporations division of the Treasury Board Secretariat.

This new directorate is a "common service unit" for both the Treasury Board Secretariat and the Department of Finance with regard to Crown corporations. It reports jointly to the assistant deputy minister, Economic Programs and Government Finance Branch, and to the deputy secretary, Program Branch, Treasury Board Secretariat.

The directorate has primary responsibility for advising the President and the Treasury Board on the financial requirements of Crown corporations and their subsidiaries and for the development of policy (and legislation) governing Crown corporations in general.

Specific responsibilities of the division include

- — the provision of advice and recommendations to the President and the Treasury Board on estimates and other submissions to the Board on Crown corporations;
- — the provision of advice and recommendations to the President and the Treasury Board on the operating budgets, capital budgets and corporate plans of Crown-owned corporations;
- — the analysis of Cabinet documents on Crown corporations, including the preparation of briefing material and recommendations for the President of the Board;
- — the development of policy (and, periodically, legislation) on matters of general applicability to Crown corporations, such as control by and accountability to government, as well as methods and frequency of reporting; and
- — the undertaking of special projects from time to time at the direction of Cabinet or the Treasury Board, such as the valuation of designated Crown corporations or the acquisition and disposition of such corporations.

Privatization Secretariat

This unit supports the Ministerial Task Force on Privatization of Crown Corporations in the co-ordinated and orderly divestiture of corporate holdings which do not fulfill a public policy purpose. It also provides a centrally-located pool of expertise that assists other government departments in the privatization of individual holdings.

Administration Branch

The role of this branch is to assist the Secretary of the Treasury Board, the Comptroller General and the Deputy Minister of Finance in the management of the internal administration of their organizations and to provide financial, personnel, administrative and management advice to branches and divisions.

The branch consists of five divisions: Administrative Services, Financial Services, Personnel Division Security Services and Systems Division. In addition to the functions of these divisions, the branch is responsible for a number of other activities which are under the direction of the Director General. These are: task force organization; co-ordination of the Canada Savings Bonds campaign and the United Way campaign for the three departments; co-ordination of blood donor clinic; co-ordination of one-time campaigns: 1981 Census, Children's Hospital of Eastern Ontario fund-raising campaign; and administration of Suggestion Award programs.

TREASURY BOARD (SECRETARIAT)

Classes of Records

TBS/SEC-005
Access Requests
Description: Requests under the *Access to Information Act* to access records under the control of Treasury Board Secretariat; replies to such requests; and revelant information to the processing of such requests. Information is used to process requests, for research and statistical purposes.

TBS/SEC-006
Communications (New)
Description: Information on services in the areas of communications, public relations and publishing. *Topics:* Administrative Policy Branch; Office of the Comptroller General; Official Languages Branch; organizational communications; Personnel Policy Branch — Staff Relations Branch, collective agreements and bargaining; Program Branch; Administration — financial management, budgets and estates; personnel; requisitions; articles, bulletins, guides; books and publications — Treasury Board and Office of the Comptroller General; briefings, presentations, interviews; circulars, directives, orders; committees and councils — Management committee; conferences, meetings, seminars; inquiries from the public; news releases — departments and agencies, unions; press clippings; reports and statistics.

TBS/SEC-010
Privacy Act Requests
Description: Requests under the *Privacy Act* to access records under the control of the Treasury Board Secretariat; replies to such requests; and information relevant to the processing of such requests. Information is used to process requests, for research and statistical purposes.

TBS/SEC-015
Treasury Board Submissions
Description: Departmental submissions to the Treasury Board of Canada. *Topics:* Procedures; analysis; general statistical indicators; outstanding submissions and unreported decisions; screening; status reports; synopsis; Treasury Board of Canada meetings.

TBS/SEC-020
Task Force on Productivity (New)
Description: Information on methods being introduced by federal agencies to improve productivity. *Topics:* Committees and councils; liaison — departments, agencies and crown corporations, outside organizations, Treasury Board Secretariat; project action plans; success stories — departments, agencies and crown corporations, Treasury Board Secretariat.

TBS/APB-025
Administrative Policy
Description: General information on the development, implementation, and monitoring of policies, regulations and suggested practices on a wide range of administrative matters. *Topics:* Administrative Policy Manual — manual distribution, real property, materiel, services, information management; banking; departmental role issues; planning and evaluation — audit activities, board of management, evaluation — services, contracting, long range planning, memoranda of understanding, performance measurement, planning; refunds and remissions; restraints on administrative expenditures; special recovery capital project program — projects, fisheries and oceans, transport; Treasury Board Senior Advisory Committee (TBSAC); ex gratia payments — damage and losses, remuneration, special cases.

TBS/APB-035
Communications
Description: Information on the development, revision and implementation of various government communications policies. *Topics:* Advertising, publishing; special events.

TBS/APB-040
Conferences
Description: Information on policy and guidelines for conferences and control of conference sponsorship and attendance. *Topics:* Conferences and conference centres.

TBS/APB-045
Contracts
Description: Information on the establishment of authority levels in five categories of contracts: construction, goods, services, consulting services and leases. In each category, there is a basic authorization level that applies to most departments, as well as higher levels, reflecting the mandates of the common service agencies, Supply and Services Canada and Public Works Canada, and other departments with major contracting activities, such as Transport Canada and Indian and Northern Affairs Canada, as appropriate. In addition, there are a number of special authorities reflecting particular departmental responsibilities. *Topics:* Contracting — bonds, securities, holdbacks, Commission of Inquiries and Royal Commissions; construction — dredging, projects, contract claims and disputes; contracting for goods — National Defence; exception to Government Contract Policy Study; contracting for services — advertising and public relations, cleaning services, education and training, fee guidelines, films, television and theatre, former government officials, health and medical services, personal service contracts, protection services, reporting requirements, transportation services; contracting — liaison with associations; contracting out — science and technology; contracting — tenders; Treasury Board Advisory Committee on Contracts (TBACC).

TBS/APB-050
Federal Identity Program
Description: Information on the development, revision and implementation of government policy on the Federal Identity Program. *Topics:* Application and implementation — field survey; liaison — provinces and territories; visual identity — public information, signage, stationery and forms, transportation.

TBS/APB-055
Information Management
Description: Information on the implementation and evaluation of policies and guidelines on the management of data and information technology. *Topics:* Corporate information management; forms management; information banks; information collection; information inventory; information technology and systems plans, policies, projects, studies, and submissions; liaison files with departments; and external organizations; office support systems, records management, telecommunications administration — annual reviews, standards, Telecommunications Advisory Committee (TAC); telecommunications administrative practices; Advisory Committee on Information Management (ACIM); security policies, procedures and standards, *Official Secrets Act* and other Acts and Regulations; reports of Royal Commissions and security policies — other countries and international organizations.

TBS/APB-060
Consulting and Professional Services
Description: Basic research on techniques to improve administrative and, where requested, personnel management, control and budgeting, fiscal and cost accounting, and operational systems of departments and government as a whole. *Topics:* Consulting and professional services — architectural and engineering services contracts, central

inventory of management consultants, consultants and consulting services, reports.

TBS/APB-065
Materiel Management
Description: Policy information on the planning, acquisition and management of materiel, with emphasis on the acquisition of goods, the use and management of electronic data processing equipment, and the management of large capital projects. *Topics:* Materiel; clothing, protective clothing and uniforms; materiel management — acquisition (lease or purchase), disposal, effectiveness, loans; motor vehicles — acquisition, administration and operations, policy evaluation; office equipment and supplies; office furniture and furnishings; Supply Advisory Committee.

TBS/APB-070
Real Property
Description: Information on government policy for the cost-efficient management of federal real property. *Topics:* Work environment, acquisition, use and disposal of real property — acquisition; departments, agencies and Crown corporations, leasing and licensing regulations, National Capital Region; cost control of projects; energy conservation; federal land management — transactions and Area-Screening Canada Program — Alberta, British Columbia, Manitoba, National Capital Region, New Brunswick, Newfoundland, Northwest Territories, Nova Scotia, Ontario, Prince Edward Island, Québec, Saskatchewan, Yukon; food facilities; living accommodation charges; National Defence; non-major Crown projects parking charges — departments, agencies and Crown corporations submissions, grievances, survey of core area parking; provision of accommodation and services.

TBS/APB-075
Risk Management
Description: Information on the identification of risk, its reduction to a minimum prior to an undertaking, containment of the effect during or following a harmful or damaging incident, and any resulting compensation or restoration. *Topics:* Compensation restoration; interpretation, inquiries and studies; underwriting.

TBS/APB-080
Relocation
Description: Information on the relocation of employees and employer practices. *Topics:* Appointees; disposal and acquisition of accommodation; family separation and house-hunting trips; incidental expenses; shipment of effects; special applications — National Defence, Royal Canadian Mounted Police; special situations.

TBS/APB-085
Services
Description: Information on government policies for the cost-efficient provision of services in support of the programs of departments or agencies. *Topics:* Bid depositories; charitable campaigns; common services — review board; exhibitions; Government vessels — Aircraft Operations and Support — naval, architectural and engineering support, Privy Council Office (PCO) task force on integration, sea and air operations (Privy Council Office task force option IV part 1), sea and air operations support (Privy Council Office task force option IV part 2) — implementation; hospitality — gifts and mementos; membership fees; parking for federal employees; metric screening services; photographic services; procurement review — procurement policy advisory committee (PPAC), procurement review committees (PRCs); taxis; temporary help services.

TBS/APB-090
Travel
Description: Information on Public Service employees and other persons travelling on government business; also transportation and accommodation standards, allowances, rates and conditions of payment and reimbursement. *Topics:* Accommodation; commercial transportation — commercial air; first class; employee-driven vehicles — privately owned vehicles; exceptions to the policy; meals and incidentals; National Joint Council Committee; special travel situations; travel agencies.

TBS/APB-095
Federal Government Accommodation
Description: Information on the design and construction of federal accommodation. *Topics:* Office accommodation — accommodation program of Public Works, departments, agencies and Crown corporations; Functional Space Standards Study; utilization reports.

TBS/APB-100
Olympics
Description: Information on the Olympic Corporation; revenue-generating programs; federal involvement. *Topics:* Accommodation; activities; acts and legislation; briefing notes for Ministers; coins; committees; organization of the 1976 games; departments; agencies and Crown corporations; facilities; host broadcaster; Loto Canada; Olympic Lottery; operation of the Games; other games; other governments — Québec; quarterly reports; security; stamps.

TBS/APB-105
Major Crown Projects
Description: Information on the planning, budgeting and execution of major Crown projects. *Topics:* Information on facilities and equipment projects with an estimated cost of at least $100 million of public funds or projects of lesser value but of special significance.

TBS/APB-110
Incentive Awards
Description: Information on persons employed in the Public Service who may be awarded for the outstanding performance of their duties, for other meritorious achievement in relation to those duties, and for inventions or practical suggestions for improvements. *Topics:* Award of Excellence; Long Service Award; Merit Award; Outstanding Achievement Award; Reporting; Resource Management Award; Senior Officer Retirement Certificate; Suggestion Award — Cash Awards, Liaison, Departments, Agencies and Crown corporations.

TBS/APB-145
Access to Information and Privacy
Description: Information on policy development regarding the *Access to Information Act* and *Privacy Act* and activities by government institutions in fulfilling the requirements of this legislation. *Topics:* Policy development regarding access procedures, fees, exemptions, Cabinet confidences, ministerial records, and collection, retention, use and disclosure of personal information; the Access and Privacy Advisory Committee and other ad hoc committees relating to access and privacy; legal interpretations; parliamentary review of the *Access to Information Act* and *Privacy Act;* reports by government institutions; production of *Access Register* and *Index of Personal Information;* briefings and presentations; statistical reports and legislation and policies — provincial and other countries.

TBS/APB-165
Office of the Co-ordinator, Regulatory Reform
Description: General information on the office. *Topics:* Agency review, assessment of regulatory initiatives, committees, consensus process and voluntary standards, consultative processes, deregulation, federal-provincial liaison, foreign jurisdictions liaison, legislative review and housecleaning, parliamentary reform, private sector liaison, records retention, regulatory agenda, service to the public, six/five program, speeches related to regulatory reform, work program on regulations reform.

TREASURY BOARD (SECRETARIAT)

TBS/APB-226

Information Technology Standards (New)

Description: Information on the federal government's information technology standards activities and the development of EDP standards and guidelines. *Topics:* Policy development; committees — Advisory Communication on Information Management (ACIM), government EDP standards committee — open systems interconnection (ISO/SC7); programming languages (ISO/SC22), publications, related organizations; software development and systems documentation (ISO/SC7); liaison with departments, agencies and Crown corporations; outside practices — companies and firms; projects and studies — master plan.

TBS/APC-227

Task Force on Informatics (New)

Description: Information on growing concerns relating to the economic management of informatics resources within the federal Public Service. *Topics:* Administrative Policy issues; committees and councils; human resources; liaison with departments and agencies; liaison with associations and companies; management structure; productivity; reports and statistics; strategic planning; studies and surveys.

TBS/APB-228

Task Force on Access to Information and Privacy (New)

Description: Information on preparations by government institutions fulfilling the requirements of the *Access to Information Act* and the *Privacy Act*, and on their experience in implementing the legislation. *Topics:* Access to information and privacy; access and protection of privacy; acts and regulations of Canada; committees; controls on government information collection; implementation of Bill C-43; information systems and technology — office automation, records management; inventory of government information ; printing, production and distribution; security — acts and regulations, committees.

TBS/OLB-240

Official Languages

Description: General information on official languages policy. *Topics:* Bilingual bonus; common services; Crown corporations; decentralization; depatmental official languages structures; education allowances (children of Public Servants); equitable participation; evaluation; Federal Identity Program; language of work objective; *Official Languages Act;* service to the public; official languages planning; staffing; studies and surveys; translation; work instruments; information programs, books and publications; language requirements of positions, identification; official languages minority groups, regional.

TBS/OLB-245

Audit

Description: Information on reviews and appraisals of Official Languages programs/activities. *Topics:* Departments, agencies and Crown corporations; equitable participation; language of work; program management; service to the public.

TBS/OLB-250

Commissioner of Official Languages

Description: Information studies and reports of the Commissioner as applied to the Official Languages Program in Federal Institutions. *Topics:* Complaints.

TBS/OLB-255

Committees and Councils

Description: Information on official languages policies and programs, and consultations with unions on these policies and programs. *Topics:* National Joint Council; Official Languages Committee.

TBS/OLB-260

Training

Description: Information on language training in the Public Service and the programs undertaken to help public servants acquire second language skills. *Topics:* Advanced language training program (ALTP), departmental programs, exemptions from the parameters, extension and deferments, review testing; staff development.

TBS/OLB-265

Systems

Description: Information on administrative systems of official languages programs. *Topics:* Co-ordination of Personnel Data Systems; language training module (LTM); initial development 1980-82; liaison with personnel application centre (PAC); liaison with personnel policy branch; liaison with Public Service Commission; micro-computers — user applications; Official Languages Administrative System (OLAS); manuals; Official Languages Information System (OLIS); development, input forms, population, specifications; reports, information and statistical outputs, special reports.

TBS/PPB-275

Personnel Policy

Description: General information on personnel policy. *Topics:* Acts and regulations; committees — Cabinet; communications — office communications (OCS) — users group committee; conferences, meetings, seminars; daycare; decentralization and relocation; incentive programs — Public Servants Inventions Committee; innovative management practices — new technologies; manuals; personnel management — departmental plans and programs, evaluations; public sector compensation restraint — Governor in Council compensation, non-public funds Canadian Forces; task forces; Treasury Board submissions; work environment design; work force adjustment — National Joint Council (NJC).

TBS/PPB-300

Affirmative Action

Description: Information on programs aimed at the improvement of the representation, distribution and equal employment opportunities for women, indigenous people, the disabled and visible minorities within the Public Service and Crown corporations. *Topics:* Committees and working groups; programs; survey of public service employees; technical processes; handicapped — Advisory Committee to the President of the Treasury Board (ACE), architectural barriers, consultations, departmental plans and programs, transportation; indigenous — associations, clubs, societies, committees and councils, departmental plans and programs, northern development — advisory committee, native northerners, Northern Careers Program (NCP); visible minorities — Advisory Committee to the President of the Treasury Board on the Employment of Visible Minorities; women — committees — interdepartmental, joint management, standing; departmental plans and programs; reports and statistics; status — committees and councils, International Year, national plan of action; studies and surveys; employment equity program in Crown Corporations.

TBS/PPB-325

Quality of Worklife

Description: Information on the improvement of human conditions at work, the increase of job satisfaction, the improvement of quality and increase of quantity of output and services, and the development of more effective organizational structures within the Public Service. *Topics:* Committees and councils; conferences and seminars; consultations — governments, federal.

TBS/PPB-330

Human Resource Planning

Description: Information on human resource planning and related policies. *Topics:* Planning; employee performance appraisals; foreign countries; human resource management policy and systems — multi-year human resource plan; Management category — resourcing strategy; post control.

TBS/PPB-335
Training Policy
Description: Information on training, policies, standards, programs, audit and evaluation. *Topics:* Committees and councils — staff training council; training boards; courses and programs — categories and groups — information services group — personnel administration group — certification, compensation, human resource planning, staff relations, training and development; training programs — PE 5 training program; management category; middle management and supervisory training; educational institutions; evaluation and research; Public Service Commission — Career Assignment Program (CAP), committees; Reports; educational leave; Needs Identification and Evaluation; Orientation of Employees; Qualification Improvement Program.

TBS/PPB-340
Human Rights
Description: Information on the administration of human rights. *Topics:* Committees; equal pay for work of equal value — complaints, joint initiatives; personal harassment.

TBS/PPB-345
Foreign Service
Description: Information on emoluments and special working conditions provided for personnel serving outside Canada. *Topics:* Committees; Interdepartmental Committee on External Relations (ICER); Commonwealth Secretariat; directives — committees, heads of posts directive, individual, deletions, official hospitality directive, posts, indices, revisions; Indo China Regulations; locally-engaged staff; military; non-rotational assignments; outside practices.

TBS/PPB-350
Isolated Posts Directive
Description: Information on allowances and other benefits to facilitate the recruitment, retention and deployment of qualified personnel at isolated locations without conflicting with local, social and economic conditions of the communities concerned; also, minutes on related committee meetings. *Topics:* Allowances; committees.

TBS/PPB-355
Occupational Health and Safety
Description: Information on the development, establishment, publication and application of occupational health and safety policies, standards and procedures; and the evaluation, maintenance and operation of the Public Service occupational health, safety and employee assistance programs. *Topics:* Campaigns; committees; conferences and meetings; departmental programs; employee assistance programs; first aid; guides, procedures, standards; health evaluations; health units; investigations, studies, surveys, audits; reports and statistics; training; use and occupancy of buildings.

TBS/PPB-360
Personnel Management
Description: Information on the Personnel Management Manual, a guide on general policies and requirements in personnel management. *Topics:* Personnel Management Manual (PMM); awards and inventions; classification; compensation — benefits, part-time, seasonal, term employment, pay, pay plans, pay rates, time off; compensation plans for unrepresented employees; service outside Canada; conduct, contents and introduction; human resources — education, training and development, programs, utilization, employment; occupational health and safety; pensions and insurance — health insurance, income protection, *Public Service Superannuation Act*, pensionable service, retirement; Personnel Legislation Supplement (PLS) — Public Service Superannuation Act; personnel management; Personnel Management Information System (PMIS); security of information; staff relations — collective agreements; Personel Management Manual 1982 (PMM) table of contents.

TBS/PPB-370
Pensions and Insurance
Description: General information on pensions and insurance. *Topics:* Employee benefit surveys; employer expenditures; liability and compensation; planning and counselling; Program Forecast and Estimates; Workers' Compensation — *Government Employees Compensation Act*.

TBS/PPB-375
Health and Income Protection Plan
Description: Information on benefit programs for employees of the federal government. *Topics:* Acts and regulations; Blue Cross; Canadian Armed Forces; dental care; disability insurance — enrolment, participation, eligibility and membership, financial, long term disability, publications, Royal Canadian Mounted Police; group surgical-medical insurance plan — benefits — hospital expense (Outside Canada) benefit, major medical expense benefit, optional hospital expense benefits; committees, financial coverage; hospital insurance (outside Canada) plan — payments; locally engaged employees, health insurance — United States of America; locally engaged employees life insurance — United States of America; Maternity allowances; National Joint Council Standing Committee on health insurance programs; Provincial and Territorial health insurance plans — cost-sharing; Public Service Management Insurance Plan — benefits, long term disability, eligibility, financial; sick leave program; unemployment insurance.

TBS/PPB-380
Pensions
Description: Information on pension schemes that the Government of Canada provides, administers and contributes to on behalf of persons in the federal Public Service, employees engaged locally at Canadian foreign posts and international fisheries commissions of which Canada is a member; general information on pension matters and social security benefits. *Topics:* Agencies and corporations; Canada Pension Plan — committees; *Canadian Armed Forces Superannuation Act*, Canadian Government Annuities, *Diplomatic Service Superannuation Act*, foreign countries, *Governor General's Retiring Annuities Act*, international fisheries, *Judges Act*, *Lieutenant Governors' Superannuation Act*, locally engaged employees' contributory pension plans, locally engaged employees' social security, Locally Engaged Employees (non-contributory) Pension Regulations, *Members of Parliament and Senators Retiring Allowances Act*, *Pension Benefits Standard Act*, provincial pensions; *Public Service Superannuation Act*, agencies and corporations, contributory status, elective service, financial information, Newfoundland employees, Pilotage Authorities, *Public Service Pension Adjustment Act* 1959; Reciprocal Transfer Agreements — cities, Crown corporations, hospitals, Indian bands, provinces, universities, retirement benefits — early retirement, Open Window Program, Management Category Voluntary Early Retirement Program (VERP); Supplementary death benefit; Survivors benefits; *Royal Canadian Mounted Police superannuation Act — Pension Continuation Act; Statute Law (Superannuation) Amendment Act; Supplementary Retirement Benefits Act;* Social security — Canada Assistance Plan, Disability Pensions and allowances, provinces and territories; committees and conferences; family allowances; foreign countries; income security — veterans; old age security.

TBS/PPB-385
Conditions and Benefits of Work
Description: General information on the different conditions and benefits of work which apply in the federal Public Service. *Topics:* Canada Labour Code; conflict of interest — department and agencies;

continuity of employment; family responsibilities and parental benefits; hours of work — adaptable work patterns, compressed work week, departmental programs, evaluation, flexible working hours; overtime; leave without pay; leave with pay — designated holidays, special, time off, vacation; Public Service Terms and Conditions of Employment Regulations; severance pay; surveys; transfer from federal to private or provincial jurisdiction.

TBS/PPB-390
Pay
Description: General information on the pay system in the federal Public Service. *Topics:* Commuting assistance wage theory; pay principles, policies and practices; pay administration; pay administration co-ordination; salary and wage determination; classification and pay; factors affecting pay determination; wage and salary surveys; wage and salary administration; control of pay levels; comparison of salary levels; negotiations — Great Lakes pilots; inquiries; dual employment in the Public Service central administration; pay policy; pay plans; student-hiring programs; effective dates of pay revision; scientific research group — by department; Special Assignment Pay Plan (SAPP); executive compensation in the Public Service; exempt and excluded classes — administration; Ministers' exempt staff; fees; premium pay for duties performed; pay for time not worked; pay administration coordination — associations (unions), committees, departments, agencies, crown corporations; labour disruptions; monitoring; Pay Administration Co-ordination Section (PACS); Pay system — development, projects, operations and maintenance; task forces and study groups — Pay Study Task Force (1976); training and development; transfer of responsibility (77-37) — implementation.

TBS/PPB-400
Organization
Description: Information on organizational issues of concern to the Treasury Board, the management of the Executive Complement and SM and equivalent (Senior Management Group Complement) control programs, and the management of the Temporary Assignment Program. *Topics:* Committees; departments and agencies; framework for accountable management of organization and classification (FAMOC); higher salaried personnel freeze ($30 000 freeze); planning and evaluation groups; senior executive and equivalent positions — senior management complement; studies and surveys; Temporary Assignment Program (TAP) — financial, personnel.

TBS/PPB-415
Classification
Description: Information on the development and maintenance of classification systems and standards for the occupational groups into which the Public Service is divided; and the process by which a job is allocated to an occupational category and group and, through job evaluation, to a level within the group. *Topics:* Committees; senior staff meetings; public relations; goals and projects; Language Complexity Recognition Project; audit — overview, by department or agency; audit reports — summary of activity, by department or agency, by category and group; classification review — by department or agency; classification grievance; red circle review; staff associations; manpower development and training — classification and pay; classification operations — accreditation by department or agency, complaints and consultations by department or agency, early warning capabilities by department or agency; classification operations — by department or agency, by category and group, management category; conversion — by category and group; classification standards — by category and group; classification standards review; classification and selection standards — integration; policy planning and research; delegation — by category and group, by department or agency; statistical research and development.

TBS/PPB-425
Personnel Data System
Description: Information program to assist users of data obtained from the central agency information systems. *Topics:* Committees; Data Element Dictionary; Information Centre; Kerr-Dawson report; personnel applications centre (PAC) — electronic data processing (EDP), Policy Advisory committee; Personnel Data Administration Centre (PDAC); central personnel records system; committees; employee benefits statement (EBS) system; entitlements and deduction system — development; incumbent system — committees, development, maintenance and operations, mobility sub-system, related activities — pay; leave and extra duty — committees, development, maintenance and operations; managerial and confidential exclusions sytem; official languages administrative system; official languages information system — committees, development, maintenance and operations; position information system — development; senior executive and equivalent system; system for human resources monitoring; training and development information system — committees, development, production, population affiliation system.

TBS/PPB-426
Employment Programs and Staffing (New)
Description: Information on employment programs in the Public Service. *Topics:* Moratorium; part-time; *Public Service Employment Act* — review of personnel management and the merit principle; size of the Public Service; temporary services, Public Service terms and conditions of Employment Regulations.

TBS/PPB-427
Reviews (New)
Description: Information on reviews on certain categories and groups. *Topics:* Departmental performance; information services group; management category; personnel adminstration group — committees.

TBS/SRB-435
Staff Relations
Description: General information on staff relations. *Topics:* Compensation valuation and comparison — elements — individually; outside practices; planning and forecasting valuation — application, implementation; complaints; labour-management relations; reference of questions of law or jurisdiction; training and communications.

TBS/SRB-440
Adjudication
Description: Information on the act or process of grievance adjudication. *Topics:* Reference to chief adjudicator under Section 98 of the *Public Service Staff Relations Act.*

TBS/SRB-445
Certification
Description: Information on the exclusion of persons from bargaining units because of duties and responsibilities that require them to represent the interest of the employer; also the application for certification and certification proceedings. *Topics:* Certification and establishment of bargaining units; managerial and confidential exclusions — reports and statistics; safety and security designations.

TBS/SRB-450
Committees and Councils
Description: Agenda, notices of meetings, memberships of committees and councils. *Topics:* National Joint Council — Standing Committees.

TBS/SRB-460
Discipline
Description: Information on the failure of an employee to maintain required standards of conduct and managerial response to employee misconduct; also, the procedures of the disciplinary process and the

administration of discipline. *Topics:* Codes; discharges and suspensions.

TBS/SRB-465
Disputes and Strikes
Description: Information on the terms and conditions of employment for employees whose collective agreement has expired; also, strike activity and the employer's response to such activity. *Topics:* Disputes and strikes; legal proceedings — Postal Operations Group; illegal proceedings — prosecution.

TBS/SRB-470
Grievances
Description: Information on complaints in writing presented in accordance with the *Public Service Staff Relations Act* by an employee on behalf of him or herself and/or one or more other employees of federal departments and agencies. *Topics:* Grievances, departments and agencies.

TBS/SRB-480
Negotiations
Description: Information on agreements made in writing entered into under the *Public Service Staff Relations Act* between the Treasury Board of Canada Secretariat on one hand and a bargaining agent on the other; includes any amendment to such agreements containing provisions on the terms and conditions of employment and related matters. *Topics:* Boards, committees, tribunals; categories and groups — Postal Operations Group; collective agreements; cost-of-living allowances (COLA); outside collective bargaining; pay analysis; pay implementation; Pay Research Bureau; reports and statistics; studies and surveys; unions.

TBS/SRB-485
Payroll Deductions
Description: Information on payroll deduction privileges for union or staff association dues that apply only to employees included in a bargaining unit for which a bargaining agent has been certified; also, general information on payroll deductions. *Topics:* Check-off of union dues — Public Service Alliance of Canada.

TBS/SRB-490
Public Service Staff Relations Act
Description: Information on the *Staff Relations Act*, amendments, and related general information. *Topics:* Review — Finkelman Study.

TBS/SRB-500
Separate Employers
Description: Information on separate employers as listed from time to time under Part II of Schedule I to the *Public Service Staff Relations Act*. *Topics:* Agencies; Auditor General; Social Sciences and Humanities Research Council; Canex; Communications Security Establishment; National Research Council; Public Service Staff Relations Board; National Film Board.

TBS/SRB-505
Statistics and Surveys
Description: Statistics, surveys and requests for information on staff relations matters. *Topics:* Requests — Treasury Board Canada.

TBS/SRB-510
Systems
Description: Systems, their application and evaluation as they apply to staff relations. *Topics:* Adminstration and operation; application software — attendance, leave, overtime and shiftwork system (ALOSS), extra duty reporting system (ERDS), incumbent system; leave reporting system (LRS), total compensation comparability system; hardware and communication; proprietary software; service bureau and suppliers.

TBS/PRB-545

Decentralization

Description: The study of the Task Force Team on decentralization: the implications of relocation and other decentralization projects. *Topics:* Task Force — departments, agencies and Crown corporations, distribution of public servants, foreign governments, questionnaires, science centres.

TBS/PRB-550

Budget Co-ordination

Description: Information on general program branch activities; current issues; the government's spending plans for Parliament (estimates) and requests for funds and authorities; also management of the government's contingency fund and other central systems. *Topics:* Standing Committee on Public Accounts; estimates; financial administration; Governor General's Warrants; How Your Tax Dollar is Spent; manpower allocation and control; planning, programming and budgeting; Special "A" Base Review; Canadian Transport Commission; Transport Canada; program review.

TBS/PRB-560

Ministerial Task Force on the Privatization of Crown Corporations

Description: Information compiled in support of the Ministerial Task Force on the Privatization of Crown Corporations including general issues; workplans and privatization by other governments. *Topics:* Ministerial Task Force on Privatization, Crown corporations, financial and legal advisors.

TBS/PRB-575

Program (New)

Description: General information on the provision of analysis and recommendations to the Treasury Board to assist it in decisions on departmental multi-year operational plan proposals, the main and supplementary estimates. *Topics:* Administered prices; agencies and departments; briefs from outside organizations; common services review board; multi-year operational plans — fall update and main estimates (spring); policy and expenditure management system — economic and regional development policy sector, foreign and defence policy sector, government operations policy sector, social development policy sector; supplementary estimates; task force on resources; parliamentary matters; person years; special recovery capital projects program; supply; world fairs — Expo 86, Canada Harbour Place Corporation organization, construction, essential services, federal organization, federal presence, legislation; departments and agencies.

TBS/PRB-580

Crown Corporations (New)

Description: Information on the general administration, organization, programs, projects and financial management (budgets, estimates, financing) of Crown corporations and agencies. *Topics:* Financial management; legislation; privatization — concepts and guidelines, financial and legal advisors; by Crown corporations — administration, financial management — multi-year operational plans.

TREASURY BOARD (SECRETARIAT)

TBS/ADM-901
Administration (New)
Description: See Standard Classes of Records.

TBS/ADM-902
Acts and Legislation (New)
Description: See Standard Classes of Records.

TBS/ADM-903
Administration and Management Services (New)
Description: See Standard Classes of Records.

TBS/ADM-904
Co-operation and Liaison (New)
Description: See Standard Classes of Records.

TBS/ADM-905
Buildings and Properties (New)
Description: See Standard Classes of Records.

TBS/ADM-906
Buildings (New)
Description: See Standard Classes of REcords.

TBS/ADM-907
Lands (New)
Description: See Standard Classes of Records.

TBS/ADM-908
Utilities (New)
Description: See Standard Classes of Records.

TBS/ADM-909
Equipment and Supplies (New)
Description: See Standard Classes of Records.

TBS/ADM-910
Furniture and Furnishings (New)
Description: See Standard Classes of Records.

TBS/ADM-911
Office Appliances (New)
Description: See Standard Classes of Records.

TBS/ADM-912
Procurement (New)
Description: See Standard Classes of Records.

TBS/ADM-913
Vehicles (New)
Description: See Standard Classes of Records.

TBS/ADM-914
Finance (New)
Description: See Standard Classes of Records.

TBS/ADM-915
Accounts and Accounting (New)
Description: See Standard Classes of Records.

TBS/ADM-916
Audits (New)
Description: See Standard Classes of Records.

TBS/ADM-917
Budgets (New)
Description: See Standard Classes of Records.

TBS/ADM-918
Personnel (New)
Description: See Standard Classes of Records.

TBS/ADM-919
Classification of Positions (New)
Description: See Standard Classes of Records.

TBS/ADM-920
Employment and Staffing (New)
Description: See Standard Classes of Records.

TBS/ADM-921
Human Resources (New)
Description: See Standard Classes or Records.

TBS/ADM-922
Occupational Health, Safety and Welfare (New)
Description: See Standard Classes of Records.

TBS/ADM-923
Official Languages (New)
Description: See Standard Classes of Records.

TBS/ADM-924
Salaries and Wages (New)
Description: See Standard Classes of Records.

TBS/ADM-925
Salaries and Wages (New)
Description: See Standard Classes of Records.

TBS/ADM-926
Staff Relations (New)
Description: See Standard Classes of Records.

TBS/ADM-927
Training and Development (New)
Description: See Standard Classes or Records.

Deleted Classes of Record

The following classes of records have been deleted because they have been amalgamated with others that contain similar subject matter:

TBS/APB-030	Common Services
TBS/APB-115	Information Policy
TBS/APB-120	Policy Development
TBS/APB-125	Acts and Regulations Canada
TBS/APB-130	Committees
TBS/APB-135	Controls on Government Information Collection
TBS/APB-140	Emergency Planning
TBS/APB-150	Information Systems and Technology
TBS/APB-155	Inventory of Government Information
TBS/APB-160	Security
TBS/APB-170	Agency Review
TBS/APB-175	Assessment of Regulatory Initiatives
TBS/APB-180	Committees
TBS/APB-185	Consensus Process and Voluntary Standards
TBS/APB-190	Consultation Process
TBS/APB-195	Deregulation
TBS/APB-200	Liaison
TBS/APB-205	Legislative Review and Housecleaning
TBS/APB-210	Parliamentary Review
TBS/APB-215	Records Retention
TBS/APB-220	Regulatory Agenda
TBS/APB-225	Service to the Public
TBS/APB-230	Speeches on Regulatory Reform

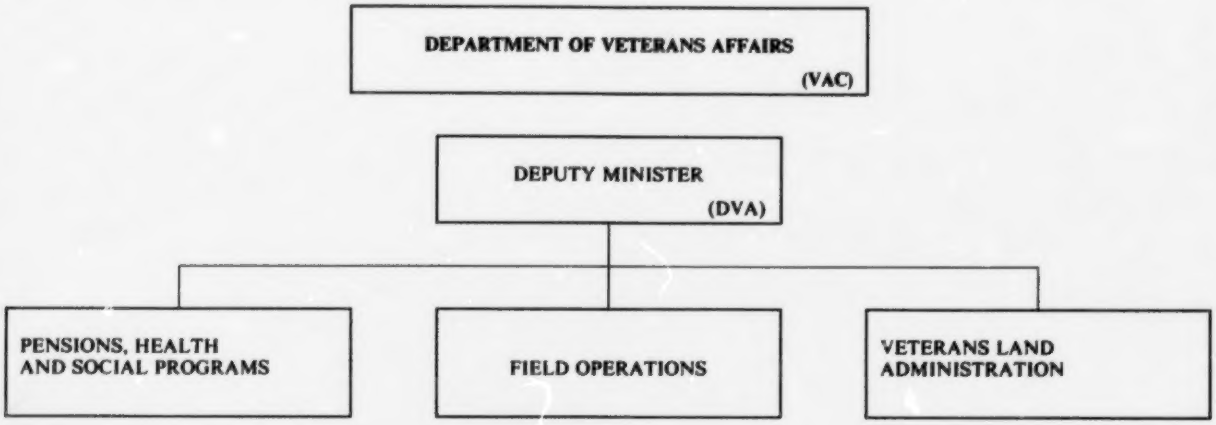
TREASURY BOARD (SECRETARIAT)

TBS/PPB-280	Acts and Regulations
TBS/PPB-285	Committees
TBS/PPB-290	Conferences, Meetings, Seminars
TBS/PPB-295	Personnel Management
TBS/PPB-305	Daycare Services
TBS/PPB-310	Equal Opportunities for Women
TBS/PPB-315	Increased Participation of Indigenous People
TBS/PPB-320	Increased Participation of the Physically and Mentally Disabled
TBS/PPB-365	Human Resources
TBS/PPB-395	Work Environment Design
TBS/PPB-405	Personnel Management Information System (PMIS)
TBS/PPB-410	Population Affiliation System
TBS/PPB-420	Pay Administration
TBS/SRB-455	Complaints
TBS/SRB-475	Labour-Management Relations
TBS/SRB-495	Reference of Questions of Law or Jurisdiction
TBS/SRB-515	Training and Communications
TBS/PRB-525	Government of Canada
TBS/PRB-530	Government Policy
TBS/PRB-535	Planning
TBS/PRB-540	Effectiveness Evaluation
TBS/PRB-555	Departmental Programs and Activities
TBS/PRB-565	Interdepartmental Task Force on Crown Corporations Legislation
TBS/PRB-570	Crown Corporations and Agencies

DEPARTMENT OF VETERANS AFFAIRS

Chapter 102

DEPARTMENT OF VETERANS AFFAIRS


DEPARTMENT OF VETERANS AFFAIRS
(VAC)
DEPUTY MINISTER
(DVA)
PENSIONS, HEALTH AND SOCIAL PROGRAMS
FIELD OPERATIONS
VETERANS LAND ADMINISTRATION

CLASSES OF RECORDS

005 Honours and Awards
010 Commemoration and Special Events
015 Relocation to Charlottetown, Prince Edward Island
020 Veterans Services — General
025 Hospitals and Hospital Services
030 Veterans Insurance
035 Special Program Benefits — General
040 Treatment and Treatment Services — General
045 War Veterans Allowance/ Civilian War Allowance
050 Veterans Land Administration — General
055 Eligibility and Qualification
060 Loans/Grants
065 Debt-free Settlement on Dominion or Provincial Land
070 Acquisition, Sale or Other Disposition of Lands and Other Property
075 Conveyance and Other Title Transactions
080 Special Housing Assistance for Veterans
085 Home Construction Assistance
090 Part-Time Farming (Small Holding)
095 Appraisals and Services for Other Departments
100 Taxes
105 Easements, Servitudes and Right of Way
110 Mines, Minerals and Surface Rights
115 Agriculture, Farm Development and Operation
120 Rescission and Resale
125 Insurance

DEPARTMENT OF VETERANS AFFAIRS

ASSOCIATED AGENCIES

CANADIAN PENSION COMMISSION (CPC)

005 Canadian Pension Commission — General
010 Pensions — General
015 Pensions for Death
020 Pensions for Disabilities
025 Supplementary Pensions
030 Children's Benefits
035 Civilian Pensions and Allowances

PENSION REVIEW BOARD (PRB)

005 Pension Review Board — General

BUREAU OF PENSIONS ADVOCATES (BPA)

005 Bureau of Pensions Advocates — General
010 Reference, Research and Precedents

WAR VETERANS ALLOWANCE BOARD (WVA)

005 War Veterans Allowance Board — General
010 War veterans and Civilian War Allowances — General

ACCESS TO INFORMATION AND PRIVACY CO-ORDINATOR
P.O. BOX 7700
CHARLOTTETOWN, P.E.I.
C1A 8M9

DEPARTMENT OF VETERANS AFFAIRS

Background

Of the more than 600,000 Canadian men and women who served in the First World War, approximately 173,000 were wounded and 66,655 gave their lives. In addition, 1,649 men from Newfoundland (which had not yet joined Confederation) died in that war.

During the Second World War, over one million Canadians served their country. Of these, more than 44,000 were killed and approximately 55,000 were wounded. Newfoundland fatalities numbered 714.

During the Korean War, more than 26,000 Canadians served with the United Nations Peacekeeping Force. The dead numbered 516 and 1,200 were wounded.

In 1986, the number of Canadian veterans is approximately 650,500 male and 31,100 female veterans.

The names of Canadians who were killed in these wars, and also the Boer War, are recorded in the Books of Remembrance. The original volumes, including the Newfoundland Book of Remembrance, are open to public view in the Peace Tower on Parliament Hill in Ottawa. Copies are retained in every province.

Overall Responsibilities

The Portfolio's mission is to manage special programs for veterans and other specified persons to compensate for death and disabilities incurred in the service of Canada, or enable them to be self-sufficient and participative members of the community, and to otherwise perpetuate recognition of wartime sacrifice and its contribution to Canada.

The purpose of some original rehabilitation programs, such as re-establishment credits, was successfully fulfilled and they were phased out. Portfolio responsibilities continue to include the administration of pensions and war veterans allowances, medical treatment, counselling, advocacy and educational assistance to children of the war dead, as well as commemoration of those who served their country during wartime.

Today, most veterans are approaching the end of their working life, and programs, such as the Veterans Independence Program (VIP), are being tailored to meet their needs as they approach old age.

Organization

The Department of Veterans Affairs has three operational branches: Pensions, Health and Social Programs; Field Operations; and the Veterans Land Administration.

The Veterans Affairs Portfolio consists of the Department of Veterans Affairs and four associated agencies: the Canadian Pension Commission, the Pension Review Board, the Bureau of Pensions Advocates and the War Veterans Allowance Board, reporting to Parliament through the Minister of Veterans Affairs.

The Department of Veterans Affairs was created by Act of Parliament in 1944. Previously the care of veterans was the responsibility of the Military Hospitals Commission, the Department of Soldiers Civil Re-Establishment (created during the First World War) and then the Department of Pensions and National Health, established in 1928.

Towards the end of the Second World War the Department of Veterans Affairs was formed to oversee expanded rehabilitation programs.

The Canadian Pension Commission was formed in 1933 as the successor to the Board of Pension Commissioners that had been in operation since 1919.

The War Veterans Allowance Board was established in 1936, when it replaced the War Veterans Allowance Committee.

The Pension Review Board and the Bureau of Pensions Advocates were both created in 1971 as a result of amendments to the *Pension Act*.

Pensions, Health and Social Programs Branch

The Pensions, Health and Social Programs Branch administers a broad range of economic, medical and social services benefits to qualified veterans and special categories of civilians, and their families.

Pensions are paid to veterans for death and disability related to military service. Additional pension is available for the veteran's dependants, and pension may be paid to dependants after the pensioner's death. Allowances for exceptional incapacity, attendance and clothing are also provided. Similar awards for death or disability are available to persons who served in the Second World War in certain types of employment closely associated with the armed forces, such as in the Merchant Marine or the Auxiliary Forces. Compensation is also provided to former prisoners of war, evaders, escapees and their dependants and to certain persons injured in the Halifax explosion of 1917.

War Veterans Allowance and Civilian War Allowance are income support benefits intended to ensure that family income does not fall below a level provided for under legislation. Assistance Fund grants are available to allowance recipients to meet emergency needs. Pensioned orphans of veterans or members of the Armed Forces are eligible for financial assistance to pursue post-secondary education.

Medical, surgical and dental treatment, including special equipment and long term care, are provided to eligible veterans and other qualified persons. Miscellaneous allowance benefits are payable in certain circumstances under the Veterans Treatment and Veterans Care Regulations.

Field Operations Branch

The Field Operations Branch is responsible for the delivery of services and benefits to veterans in all regions and districts, and operation of the departmental hospital at Sainte-Anne-de-Bellevue, the veterans homes in Senneville, Ottawa and Saskatoon, and other domiciliary care units. The Branch is also responsible for public affairs, corporate planning, support for the Minister and Deputy Minister and liaison with central agencies.

Veterans Land Administration

The Veterans Land Administration (VLA) manages property purchase agreements between the Director, VLA, and veterans and their heirs. More than 140,000 veterans have been settled under the *Veterans Land Act* since its inception nearly 35 years ago. The final lending deadline was March 31, 1977.

Veterans Land Administration offices are located in Saint John, New Brunswick; Montréal, Québec; Willowdale, Ontario; Saskatoon, Saskatchewan.

PENSION REVIEW BOARD

This agency acts as an appeal tribunal for applicants who are dissatisfied with decisions of the Canadian Pension Commission. It is the final authority on matters of pension entitlement, the amount of money to be awarded and the interpretation of pension legislation and regulations.

DEPARTMENT OF VETERANS AFFAIRS

CANADIAN PENSION COMMISSION

The Canadian Pension Commission adjudicates claims under the *Pension Act* for death and disability that are a result of military service. It is also responsible for hearing appeals on former decisions of Entitlement Boards and Assessment Boards regarding pensions. The Commission awards additional pension benefits on behalf of dependants, and upon a pensioner's death, to eligible survivors. In addition, the Commission adjudicates on pension claims under various other acts, orders and regulations, such as the *Royal Canadian Mounted Police Superannuation and Pension Continuation Acts*, the *Halifax Relief Commission Pension Continuation Act*, the *Compensation for Former Prisoners of War Act*, and the *Flying Accidents Compensation Compensation Regulations*. It also authorizes monetary grants which accompany certain gallantry awards and administers trust funds established by private individuals for the benefit of veterans.

WAR VETERANS ALLOWANCE BOARD

The War Veterans Allowance Board acts as a court of appeal for dissatisfied War Veterans Allowance and Civilian War Allowance applicants and recipients. It reviews decisions of departmental adjudicators to ensure that adjudication is consistent with the intent of the legislation and is uniformly applied throughout Canada. The Board adjudicates pursuant to specific sections of the legislation where it has sole jurisdiction, provides interpretation of the Acts and Regulations and advises the Minister on the Regulations.

BUREAU OF PENSIONS ADVOCATES

The Bureau of Pensions Advocates provides a free legal service to applicants and pensioners under the *Pension Act*. It assists veterans to prepare applications for pensions and also to apply for changes in the amount of pension previously awarded. Bureau lawyers also represent veterans at hearings held under the *Pension Act* and *War Veterans Allowance Act*.

District Pension Advocates are located in St. John's, Newfoundland; Charlottetown, Prince Edward Island; Halifax, Nova Scotia; Saint John, New Brunswick; Sainte-Foy, Montréal, Québec; Ottawa, Kingston, Willowdale, Hamilton, London, North Bay, Ontario; Winnipeg, Manitoba; Regina, Saskatoon, Saskatchewan; Calgary, Edmonton, Alberta; Vancouver, Victoria, British Columbia.

Laws and Regulations

The Department was established by the *Department of Veterans Affairs Act* R.S.C. 1970, Chapter V-1.

The duties, powers and functions of the Minister are set forth in general terms in Section 5 of the *Department of Veterans Affairs Act*. The Minister's authority to make regulations in a number of areas, subject to the approval of the Governor-in-Council, is set forth in Section 6. The series of regulations made under the *Department of Veterans Affairs Act* is as follows:

- Assistance Fund (War Veterans Allowances and Civilian War Allowances) Regulations — P.C. 1965-1213 — June 30, 1965 as amended
- Canadian National Institute for the Blind for training and after-care — P.C. 131-4861 — Sept. 14, 1951 as amended
- Guardianship of Veterans' Property Regulations — P.C. 1954-320 — March 4, 1954
- Last Post Fund Regulations — P.C. 1967-206 — Feb. 2, 1967 as amended
- Pensioners Training Regulations — P.C. 1959-947 — July 22, 1959 as amended
- Veterans Burial Regulations — P.C. 1957-1181 — Aug. 27, 1957 as amended
- Veterans Care Regulations — SOR 84709 as amended
- Veterans Estates Regulations — P.C. 1954-1536 — Oct. 6, 1954
- Vetcraft Shop Regulations — P.C. 1958-1624 — Nov. 27, 1958 as amended
- Veterans Treatment Regulations — P.C. 1962-1401 — Oct. 4, 1962 as amended

The other statutes administered by the Department under the direction of the Minister are as follows:

- Allied Veterans Benefits Act, R.S.C. 1952, Chapter 8
- Children of War Dead (Education Assistance) Act, R.S.C. 1970, Chapter C-18, as amended
- Children of War Dead (Education Assistance) Regulations, P.C. 1962-1366 dated September 27, 1962, as amended
- Civilian War Pensions and Allowances Act, Part XI, R.S.C. 1970, Chapter C-20, as amended
- Fire Fighters War Service Benefits Act, R.S.C. 1952, Chapter 117
- The Returned Soldiers' Insurance Act, S.C. 1920, Chapter 54, as amended
- Returned Soldiers' Insurance Regulations, P.C. 3652 dated July 31, 1952 as amended
- Soldier Settlement Act, R.S.C. 1927, Chapter 188, as amended
- Special Operators War Service Benefits Act, R.S.C. 1952, Chapter 256
- Supervisors War Service Benefits Act, R.S.C. 1952, Chapter 258
- Veterans Benefits Act, 1954, R.S.C. 1970, Chapter V-2 as amended
- Veterans Insurance Act, R.S.C. 1970, Chapter V-3 as amended
- Veterans Insurance Regulations, P.C. 1954-1392, dated September 17, 1954, as amended
- Veterans Land Act, R.S.C. 1970 Chapter V-4, as amended
- Veterans Land Regulations, P.C. 1965-952, dated May 20, 1965, as amended
- Regional Advisory Committee Regulations, P.C. 1965-941, dated May 20, 1965
- Veterans Rehabilitation Act, R.S.C. 1970, Chapter V-5
- Veterans Rehabilitation Regulations, P.C. 1954-1571, dated October 13, 1954, as amended
- War Service Grants Act, R.S.C. 1970, Chapter W-4, as amended
- War Service Grants Regulations, P.C. 1954-1572 dated October 13, 1954, as amended
- War Veterans Allowance Act, R.S.C. 1970, Chapter W-5, as amended
- Women's Royal Naval Services and the South African Military Nursing Service (Benefits) Act, R.S.C. 1952, Chapter 297

The statutes administered by the Canadian Pension Commission are as follows:

- Pension Act R.S.C., 1970, Chapter P-7 , as amended
- Civilian War Pensions and Allowances Act (Parts I to X) R.S.C. Chapter C-20, as amended
- The Compensation for Former Prisoners of War Act, S.C., Chapter C-95, as amended
- The Halifax Relief Commission Pension Continuation Act S.C. Chapter C-88, as amended

The Commission also adjudicates or makes recommendations on claims under the following:

- The Flying Accidents Compensation Regulations, P.C. 1972-2613, dated November 9, 1972, as amended
- Supplementary Pensions under the Women's Royal Naval Services and the South African Military Nursing Service (Benefits) Act R.S.C. 1952, Chapter 297
- The Special Operators War Service Benefits Act, R.S.C. 1952, Chapter 256
- The Royal Canadian Mounted Police Superannuation Act, R.S.C. 1970 Chapter R-11, as amended
- The Royal Canadian Mounted Police Pension Continuation Act, R.S.C. 1970, Chapter R-10, as amended
- The Gallantry Gratuities and Annuities Order, P.C. 1974-723, dated March 26, 1974
- Penitentiary Inmates Accident Compensation Order, 1982 — 1026, April 1, 1982
- Special Indemnity Plan for Dependants of Canadian Forces Attachés TB 753619 — December 1, 1977
- The Defence Services Pension Continuation Act, R.S.C. 1970 Chapter D-3, as amended

The legislation under which the War Veterans Allowance Board adjudicates is as follows:

- War Veterans Allowance Act, R.S.C. 1970, Chapter W-5, as amended
- Veterans Allowance Regulations, R.S.C., Chapter 1602, as amended
- Part XI, Civilian War Pensions and Allowances Act, R.S.C. 1970, Chapter C-20, as amended

EDP Systems

The Directorate of Informatics maintains corporate databases on veterans, their spouses and dependants, and other clients who were or are now in receipt of benefits administered by the Department of Veterans Affairs or the Canadian Pension Commission. This information consists of items such as names, addresses, service numbers, benefits received, status of applications received and additional items required to provide service to the client in a timely and accurate manner.

General Information

General information enquiries that do not require access to records should continue to be addressed to Public Affairs personnel in Ottawa and Charlottetown and to regional offices throughout Canada. Contact may be made in person, by telephone, or by writing to one of the following addresses:

Ottawa

Public Affairs Division
284 Wellington Street
Ottawa, Ontario
K1A 0P4
Telephone: (613) 992-4234

Charlottetown

Public Affairs - Charlottetown
Daniel J. MacDonald Building
P.O. Box 7700
Charlottetown, Prince Edward Island
C1A 8M9
Telephone: (902) 566-8195

Dartmouth/Halifax

Atlantic Regional Office
P.O. Box 1002
45 Alderney Drive
Dartmouth, Nova Scotia
B2Y 3Z7
Telephone: (902) 426-8109

Montréal

Québec Regional Office
4545 Queen Mary Road
Montréal, Québec
H3W 1W4
Telephone: (514) 340-2030

Toronto

Ontario Regional Office
4900 Yonge Street
5th Floor
Willowdale, Ontario
M2N 6B2
Telephone: (416) 224-3879

Winnipeg

Prairie Regional Office
P.O. Box 6050
610-330 Graham Avenue
Winnipeg, Manitoba
R3C 4G5
Telephone: (204) 949-4163

Vancouver

Pacific Regional Office
Alvin Building
1155 Robson Street
Vancouver, British Columbia
V6E 1B9
Telephone: (604) 666-2091

Major Publications

The following publications are available, free of charge, by writing to

Public Affairs Division
Veterans Affairs Canada
284 Wellington Street
Ottawa, Ontario
K1A 0P4

- Annual Reports of the Department of Veterans Affairs, Pension Review Board, Canadian Pension Commission, War Veterans Allowance Board and Bureau of Pensions Advocates
- Pensions for Death and Disability Related to Military Service (bilingual booklet)
- War Veterans Allowance and Civilian War Allowances (bilingual booklet)
- Funerals — Burials — Gravemarkers (bilingual booklet)
- Benefits to Canadian Veterans Residing Outside Canada (bilingual leaflet)
- Veterans Affairs — Services and Benefits (bilingual booklet)
- Valour Remembered — Canada and the First World War (bilingual booklet)
- Valour Remembered — Canada and the Second World War (bilingual booklet)
- Valour Remembered — Canadians in Korea (bilingual booklet)
- Lieutenant-Colonel John McCrae, Soldier — Poet — Physician (bilingual pamphlet)

- The Newfoundland and Beaumont-Hamel Memorial (bilingual pamphlet)
- Canadians Who Were Prisoners of War in Europe During World War II — Report to the Minister of Veterans Affairs of a study by J. Douglas Hermann (bilingual report)
- Pension Review Board Reports — Bilingual periodical describing some of the Board's hearings for pension entitlement due to service-related disabilities.
- Memorials to Canada's War Dead (bilingual booklet)
- Veneration for Valour — an assessment of the veterans legislation, its impact on Canadian veterans and on Canada as a whole, by Joseph Schull. (Available in French as "Hommage à la Vaillance")
- The Aging Veterans Program (bilingual leaflet)
- The National War Memorial (bilingual booklet)
- The Vimy Memorial (bilingual booklet)
- Books of Remembrance (bilingual booklet)
- A Day of Remembrance (bilingual booklet)
- Uncommon Courage (bilingual booklet)

Access Procedures

Requests for access to records under the *Access to Information Act* should be directed to

Portfolio Access to Information and Privacy Co-ordinator
Veterans Affairs
P.O. Box 7700
Charlottetown, Prince Edward Island
C1A 8M9
Telephone: (902) 566-8567

For access to personal information under the *Privacy Act*, consult the Veterans Affairs chapter of the Index to Personal Information. Information concerning individuals is not included in the Access Register.

Classes of Records

The first three classes of records contain information on programs and activities that cannot be attached to a particular organizational unit or function.

VAC/DVA-005
Honours and Awards
Description: Information on the issue and replacement of First and Second World War Campaign Stars, medals, Service Buttons and Silver Memorial Crosses. *Topics:* Eligibility; mounting and wearing of decorations, Campaign Stars and medals; Gallantry Awards; Campaign Stars and medals — First and Second World Wars; War Service Buttons; Silver Memorial Cross.

VAC/DVA-010
Commemoration and Special Events
Description: Information on the planning and direction of commemorative events for wars, battles and campaigns; domestic and overseas pilgrimages and tours; National War Memorial and other memorials. *Topics:* Annual Vimy ceremonies; annual Remembrance Day ceremonies — Ottawa; major overseas commemorations — Korea, France (D-Day, Somme, Dieppe, Vimy), Hong Kong, Italy, Belgium, Holland; commemorations — Canada; visits and tours, overseas and Canada.

VAC/DVA-015
Relocation to Charlottetown, Prince Edward Island
Description: Information on the co-ordination of the planning and implementation of all activities related to the relocation of the Portfolio headquarters from Ottawa to Charlottetown, Prince Edward Island. *Topics:* Relocation Task Force; construction of new building; organization development, double banking, training; accommodation planning; support services; liaison with provincial, federal, municipal governments and veterans organizations; site selection; Ottawa core group; committees, studies, publications and briefings; housing, education and language training in Prince Edward Island; public relations; social, cultural and economic impact on Prince Edward Island; employees relocating to Charlottetown — two-year guarantee; non-relocating employees — reassignment, training.

VAC/DVA-020 *Formerly Identified as:* VAC/VSB-020
Veterans Services — General
Description: Information on the maintenance and improvement of the quality of service to veterans, their dependants and survivors. *Topics:* Client Services — general; veterans counselling services; community health services; Veterans Independence Program; chaplaincy services; geriatrics and gerontology; provincial social assistance programs.

VAC/DVA-025 *Formerly Identified as:* VAC/VSB-025
Hospitals and Hospital Services
Description: Records and manuals on hospital services in general, the departmental hospital and veterans' homes and contract hospitals. *Topics:* Hospital services — general; departmental hospital and veterans homes — general; Saskatoon Veterans Home, Rideau Veterans Home, Senneville Lodge, Ste.-Anne-de-Bellevue Hospital; contract hospital and home beds — general (by name of hospital); transfer of hospitals to provincial jurisdiction (by name of hospital); per diem rates; admissions and discharge procedures; accreditation; medical consultants, doctors, nurses; out-patient services, day hospitals; clinical laboratory and pathology services; electronencephalography, electrocardiography; respiratory services; physiotherapy; occupational and speech therapy; radiology; pharmacy services; medical social services, infection control; surgery; intensive care; nursing services; dietetics; psychiatric services; anesthesiology; recreation.

VAC/DVA-030 *Formerly Identified as:* VAC/VSB-030
Veterans Insurance
Description: Information on the administration of life insurance policies purchased by veterans, their widows and certain civilian personnel of the First and Second World Wars and the Korean War. *Topics:* Veterans Insurance (Second World War) special rates and values; endorsements, medical eligibility; rulings — assumption of risk, beneficiaries, disablilty, eligibility; payment of proceeds, premiums, surrenders, succession duties, income tax on veterans insurance; statistics and statements; insurance contracts.

VAC/DVA-035 *Formerly Identified as:* VAC/VSB-035
Special Program Benefits — General
Description: Information on a wide range of special benefit programs for veterans, their dependants and other specified persons. *Topics:* Special program benefits — general; benevolent funds — signals, Royal Canadian Air Force, Royal Canadian Army, Royal Canadian Navy; Commonwealth War Graves Commission — general (records relating to specific memorials, files by name of memorial, i.e. , Beaumont Hamel, Vimy); disablement fund; educational assistance — general, eligibility of educational institutions; estates management; European operations, assistance to needy Canadian veterans overseas, Canadian Veterans Association of the United Kingdom; funerals, burials and gravemarkers; hearing assistance for veterans; Last Post Fund; memorials, cemeteries and graves — general, foreign countries (by name of cemetery), departmental cemeteries and plots (by name of cemetery), provincially-owned cemeteries (by province); pensioners training; post-discharge benefits grants to the Royal Canadian Legion; trust funds — general (individual trust fund filed by name of trust fund); Vetcraft.

VAC/DVA-040 *Formerly Identified as:* VAC/VSB-040
Treatment and Treatment Services — General
Description: Information on the provision of medical, surgical and dental treatment, prosthetic and other appliances, and long term care to eligible veterans and other qualified persons at departmental

institutions and contract hospitals, and through local health facilities, by the doctor, hospital, pharmacist and prostheticist of the patient's choice. *Topics:* Treatment and treatment service — general, tropical diseases, strongyloidiasis, prisoners-of-war; agreements with foreign countries (by name of country); treatment of other authorized personnel (e.g., Royal Canadian Mounted Police, foreign students); entitlement/eligibility for allowances, compensation for loss of earnings, assistance with clothing, comforts, transportation, housekeeping, in-patient/out-patient; dental services; ambulance services; admissions; hospitalization care — general, long term care, chronic care, alcoholism, hospitalization co-payments; Medical and hospital insurance — general, by province, provincial medicare plans, by province, agreements with provinces for treatment of mental diseases and tuberculosis; doctor-of-choice, chiropractic treatment, chiropodists, podiatrists, acupuncturists; pain clinics; pharmacy services — general, Blue Cross agreements, drug costs; agreements with pharmacy associations by province; special equipment — general, hospital beds, driving aids, hearing aids, orthopedic footwear, wheelchairs, oxygen, cyclo-massage products, sick-room equipment loan service; eyeglasses and other optical aids, optometrists, opticians, provincial optometrist agreements, by province; home modifications — general, ramps, housekeeping, groundskeeping; prosthetics and orthotics, artificial limbs, stump socks, transfer of prosthetic centres; program medical advisor, regional medical advisors, senior treatment medical officer, health care teams.

VAC/DVA-045 *Formerly Identified as:* VAC/VSB-045
War Veterans Allowance/Civilian War Allowance
Description: Information on the provision of allowances for persons who meet service eligibility requirements and who, because of age or incapacity, are unable to work and have insufficient income for maintenance as determined by an income test. *Topics:* War Veterans and Civilian War Allowances — general; adjudications and decisions — general, precedent decisions, War Veterans Allowances "Holds"; procedures for cheques; eligibility — general, civilian and domestic status, age, residence, medical, service requirements; other income — general, and by type of income; payment of allowances — general, cessation of payment, rates, administered accounts, start date of payments; overpayments — general, deletion, recovery, retroactive adjustments, Crown debts, fraud, remission of overpayment; veterans population statistics; BDS — packages "B" and "C", Automatic Bring Forward.

VAC/DVA-050 *Formerly Identified as:* VAC/VLA-050
Veterans Land Administration — General
Description: Records of a general nature relating to the operation of Veterans Land Administration and the Soldier Settlement Board. *Topics:* Veterans Land Administration — general; history of veterans land legislation; natural disasters; terms of agreement; absentee veterans; Committee on Demobilization and Rehabilitation; projects related to the Magdelen Islands, Newfoundland Labrador Home Repair Program and other special projects; rights to property of veterans' spouses; deceased veterans and devolution of estates; liens and other encumbrances while title to property is held by the director.

VAC/DVA-055 *Formerly Identified as:* VAC/VLA-055
Eligibility and Qualification
Description: Correspondence relating to eligibility to apply for benefits under the *Veterans Land Act* and the *Soldier Settlement Act*, certificates of qualification and cancellation of certificates of qualification, termination date for acceptance of loan applications. *Topics:* Eligibility recipients of War Veterans Allowance, aged veterans, dual service medical fitness, re-establishment credits, duplication of benefits, *Veterans Business and Professional Loans Act*, Canadian Army Special Force, Fire Fighters, Ferry Command, Merchant Marine, members of His Majesty's Forces other than Canadian, Allied Forces, Special Duties Personnel, Regular Forces, Interim Forces, all categories of veterans, native veterans, *Nationl Resources Mobilization Act* personnel.

VAC/DVA-060 *Formerly Identified as:* VAC/VLA-060
Loans/Grants
Description: Includes records relating to policies on lending operations and the administration of loans and grants to veterans, and provincial and private housing loan programs. *Topics:* Lending policy; loan termination; deadline for additional loans; interest rates; maximum loans; supplementary loans; repayment terms and procedures; conditional grants; preparation of agreements; crop share agreements; loans for full-time farming, fishing, fur farming; co-operative farming; displaced persons land settlement; small family farm and off-farm enterprises such as tourist trade; provincial and private housing loan programs (by province or name of lender); mortgages in escrow.

VAC/DVA-065 *Formerly Identified as:* VAC/VLA-065
Debt-Free Settlement on Dominion or Provincial Lands
Description: Includes records relating to debt-free settlement and to non-repayable conditional grants for the establishment of veterans on provincial lands and similar grants to Indian veterans who settle on Indian Reserve lands. *Topics:* Establishment of veterans on provincial and Dominion lands-general, debt free settlement agreements with provinces (filed by province), reservation land in the Yukon and Northwest Territories, tax arrears on Dominion land, national parks, agreement of sale, non-repayable grant, additional farm credits, grants to Indian veterans for establishment within Indian Reserves, Métis veterans, land clearing and breaking and other permanent improvements.

VAC/DVA-070 *Formerly Identified as:* VAC/VLA-070
Acquisition, Sale or Other Disposition of Lands and Other Property
Description: Includes records relating to the purchase or acquiring by the director of lands or other property for the settlement of veterans and the sale or disposition of all or parts of the land or other property being sold to veterans under agreement. *Topics:* Acquisitions settlement areas; land purchase; land costs; statement of property purchased; co-ordination of federal interest in land acquisition and use; surveys; sale and disposition — general, partial, surplus lands; refunds of surplus; release of securities; sale of livestock and equipment; continued and second establishments; leasing and renting pending sale; real estate commission; civilian purchase; unauthorized disposition of securities; expropriations.

VAC/DVA-075 *Formerly Identified as:* VAC/VLA-075
Conveyance and Other Title Transactions
Description: Includes records relating to preparation and replacement of transfers of titles, deeds and other title documents in relation to the disposition of real estate or property. *Topics:* Preparation of conveyances and title transactions — general, delays, outstanding title cases, lost certificates of title, amendments, deeds in escrow, replacement deeds, agreements for sale, title searches, declaration of possession, joint tenancy, assignment of civilian or veteran agreements of sale, trespass and encroachment, surveys, administration fees, legal fees and disbursements, execution of documents by director, restrictive covenants and titles.

VAC/DVA-080 *Formerly Identified as:* VAC/VLA-080
Special Housing Assistance for Veterans
Description: Includes correspondence relating to joint Veterans Affairs and Canada Mortgage and Housing Corporation programs (ended March 1980) which were extended to assist veterans on low or modest incomes to acquire housing accommodation. *Topics:* Eligibility; request for information; low rental housing — general, low rental housing projects (arranged by name of project); co-operation and liaison with Canada Mortgage and Housing Corporation; statistical summaries; extension of benefits; applications for assistance (arranged numerically).

VAC/DVA-085 *Formerly Identified as:* VAC/VLA-085
Home Construction Assistance
Description: Includes records relating to loans under the *National Housing Act* to an eligible veteran in respect of the construction by him of a single family home on suitable land and to furnish said veteran with financial, technical and other assistance. *Topics:* Construction assistance — general, construction financing, inspections, construction directives, construction courses, construction contracts, building standards, housing for handicapped and aging veterans, sales taxes, deferred construction, lagging contracts, construction reports, recovery from contractors, hydro, interest rates, liaison with Canada Mortgage and Housing Corporation service eligibility, plans.

VAC/DVA-090 *Formerly Identified as:* VAC/VLA-090
Part-Time Farming (Small Holding)
Description: Includes records relating to the purchase and/or construction of homes for veterans on part-time farms (small holdings) where the major source of income comes from a non-farming enterprise. *Topics:* Qualification; minimum size requirements; mobile houses and condominium units; subdivision projects (arranged by province); landscaping; summary or vacant land units; sewage and water systems; unsold properties; urban areas; change from part-time farm (small holdings) status to full time farms or vice versa; monthly statements; municipal grants; tax concessions; drainage; irrigation.

VAC/DVA-095 *Formerly Identified as:* VAC/VLA-095
Appraisals and Services for Other Departments
Description: Includes records relating to real estate appraisals for Veterans Land Administration and real estate appraisals and services provided for other departments and agencies. *Topics:* Appraisals — general; schedule of appraisal fee; appraisals for other departments (individual files for departments and agencies); tendering; licences; collection of fees; management of Department of National Defence installations leased to the public for agricultural purposes; Indian economic development program; off-reserve housing program; real estate data bank project.

VAC/DVA-100 *Formerly Identified as:* VAC/VLA-100
Taxes
Description: Includes records relating to taxes as they affect veterans settled under provisions of the *Veterans Land Act* and advising veterans of tax implications. *Topics:* Taxes — general; taxes on Crown-owned property; grants in lieu of taxes; payment of taxes; sales tax rebate instructions; gift tax; surface and mineral leases and taxable income; capital gains tax; tax sale procedures; tax limitation agreements; mortgage interest tax credit plans; provincial tax rebates; land transfer tax; land speculation tax; real property tax deferment.

VAC/DVA-105 *Formerly Identified as:* VAC/VLA-105
Easements, Servitudes and Right of Way
Description: Includes records relating to the granting of easements, servitudes and right of way on properties to which title is held by the director, *Veterans Land Act*. *Topics:* Easements — general, policies, hydro, oil and gas, telephone, railway and road; servitudes and rights of way; Waterfowl Habitat Conservation Program; Provincial Woodland Improvement Program; individual company easement files.

VAC/DVA-110 *Formerly Identified as:* VAC/VLA-110
Mines, Minerals and Surface Rights
Description: Includes records relating to mines, minerals and surface rights on lands on which veterans are settled and to which the director holds title, or lands on which veterans had previously been settled. *Topics:* Mines and minerals — general (by province), acquisition of title to mines and minerals by the director; surface and subsurface rights; provincial legislation; titles with half minerals; leases disputes; native claims; sale of timber; sale of gravel.

VAC/DVA-115 *Formerly Identified as:* VAC/VLA-115
Agriculture, Farm Development and Operation
Description: Includes records relating to counselling, training courses, advisory and supervision services on farm management operations for veterans. *Topics:* Farm management — general; training courses; farm equipment; farm management studies; farm accounting methods; farm building models; surpervision and advice; requests for information; bull loaning policy; disease testing in animals; crops and crop conditions; Prairie Grain Advance Payments Regulations; production line farming; farm credit study committee; family farm operation; statistics.

VAC/DVA-120 *Formerly Identified as:* VAC/VLA-120
Rescission and Resale
Description: Includes records relating to rescissions, voluntary or involuntary, on contract agreements administered by the director, *Veterans Land Act* and sale of reverted properties. *Topics:* Rescission of contract agreements — general; policy and procedures; quit claim deed; disposition of surplus; tax adjustments; reinstatement of account; unsold reverted properties; provincial advisory boards; evictions; repossession and sale of chattels; submissions to council.

VAC/DVA-125 *Formerly Identified as:* VAC/VLA-125
Insurance
Description: Includes records relating to insurance, group — life, fire, liability, and general policies to protect the veteran's and/or public equity in the property. *Topics:* Insurance — general; mortgage clause; liaison with insurance companies; group life insurance plan; fire insurance fund; summary of application; fire loss recovery procedure; dispositon of insurance recoveries; payment of taxes from insurance recoveries; recovery from tempest damage; liability insurance; chattel insurance.

Canadian Pension Commission

VAC/CPC-005
Canadian Pension Commission — General
Description: The Canadian Pension Commission in general and the procedures for an award and the determination of entitlement. *Topics:* Canadian Pension Commission — general; duties and powers of the Chairman and the Commission, types of appointments; trust funds (by name of trust fund); gallantry awards; procedure for application and entitlement for pension; procedure for further applications; procedure for further hearings — assessment and entitlement board hearings; benefit of doubt; pensioners living outside Canada; reparation claims; liaison with respect to pension matters with Department of National Defence, Department of External Affairs and certain countries; liaison with veterans organizations and other organizations (e.g., Canadian National Institute for the Blind).

VAC/CPC-010
Pensions — General
Description: Pensions for disabilities or death incurred during First World War, Second World War, peacetime service, service in a Special Duty Area, service in a theatre of operations, Reserve Force service or Special Force service. *Topics:* Eligibility (nature of service); disabilities for which pension awarded (by name of disability); injuries, disease deemed to have arisen out of military service; consequential disability, payments — initial, cessation, unclaimed, final; medical condition on enlistment; documentary evidence; improper conduct; rates — Schedules A and B; recoverable compensation; imprisonment; misrepresentation, fraud (penalities); income tax; prisoners of war, evaders, escapees; compassionate awards (meritorious); other income; statistics on applications and decisions for disability pension.

VAC/CPC-015
Pensions for Death
Description: Awarding pensions to widows and other dependants of a deceased pensioner. *Topics:* Pension to widow — general; definition of "widow"; proportionate pensions to widows; marital status; entitlement for pension after death of veteran; review of assessment after death; pensions for other dependants (parents, brothers, sisters); date from which pension payable; cancellations and discontinuances; restoration of pension; one pension only; apportionment of pension; *Dominion Succession Duty Act;* Estates Tax; Schedule "B" rate.

VAC/CPC-020
Pensions for Disabilities
Description: Assessment and payment of compensation for pensionable disabilities. *Topics:* Extent of disability; tuberculosis; paired organ or limb; medical examination; restoration of pension; date pension payable; administered pensions; payment of pension to others; sickness and burial expenses; allowances — attendance, clothing and exceptional incapacity; refusal to undergo medical or surgical treatment; table of disabilities.

VAC/CPC-025
Supplementary Pensions
Description: Provisions for supplementary pension to certain members of Allied Forces. *Topics:* Supplementary pension — general; qualification; benefits extended; Newfoundland domicile; maximum award from other country; South African War Pensions — widows; North-West Rebellion pensions; co-operation and liaison with other countries.

VAC/CPC-030
Children's Benefits
Description: Pensions and allowances for children of pensioners. *Topics:* Children's benefits — general; age limit; extensions — physical or mental infirmity, educational; marriage of child; adopted/foster children; payment of child's pension; children of deceased pensioners; proportionate pension for child; additional pension continued in certain circumstances.

VAC/CPC-035
Civilian Pensions and Allowances
Description: Civilian pensions and allowances attributable to service during the Second World War in certain organizations or types of employment closely associated with the Armed Forces, and the adjudication of pension claims for civilians under various other measures. *Topics:* Civilian War Pensions and Allowances — general; merchant seamen and dependants; saltwater fishermen; the vessel "S.S. Silver Park"; Rescue Tug Service; Corps of Canadian Fire Fighters; civil defence workers; auxiliary services (by name); Royal Canadian Mounted Police — general, Special Constable Guards; Transport Command — Royal Air Force; miscellaneous air services; Red Cross workers in the Far East; Voluntary Aid Detachment; Defence Research Board; Defence Compensation Regulations; flying accidents; special operators; civilian employees of the government of Canada; penitentiary inmates accident compensation; Halifax Relief Commission; Special Indemnity Plan for Spouses of Canadian Forces Attachés.

Bureau of Pensions Advocates

VAC/BPA-005
Bureau of Pensions Advocates — General
Description: Includes records relating to pension and War Veterans Allowance adjudication and to veterans organizations. *Topics:* Liaison with the Canadian Pension Commission relating to pension applications and appeals; liaison with the Pension Review Board relating to pension appeals; liaison with the War Veterans Allowance Board relating to allowance appeals; liaison with veterans organizations; liaison with the Department of Justice and the Federal Court of Appeals; client representation in cases of adverse interest.

VAC/BPA-010
Reference, Research and Precedents
Description: Includes records relating to pension and allowance eligibility based on various medical conditions and/or military service, including precedents. *Topics:* Medical correspondence (by year); Medical Retrieval System; Medical conditions (by type); Military Service; EDP records of applications and appeals grouped by medical condition; copies of precedents (by year); records on appeals to War Veterans Allowance Board.

Pension Review Board

VAC/PRB-005
Pension Review Board — General
Description: Includes records relating to the adjudicating process of the Board; appeals from decisions of the Canadian Pension Entitlement and Assessment Board; and interpretation of the *Pension Act. Topics:* Pension Review Board — General; hearings — general; rules of procedure; liaison with veteran organizations (filed by name of organization); interpretations of the *Pension Act* (by sections); procedures for rescinding or amending Board decisions; appointment of Chairman and Members; statistics.

War Veterans Allowance Board

VAC/WVA-005
War Veterans Allowance Board — General
Description: Information on the War Veterans Allowance Board in general, the role of the Board, legal opinions, Board procedures, complaints and enquiries and Board meetings. *Topics:* War Veterans Allowance Board — general; appeals, adjudications and decisions; WVAB procedures and auditor general; complaints and enquiries; legal opinions.

VAC/WVA-010
War Veterans and Civilian War Allowances — General
Description: Records relating to adjudication of allowances for persons (including spouses); adjudication deals with service eligibility, age and medical status, civil and domestic status, casual earnings. Also included are records relating to reports and statistics, studies and surveys as well as research papers. *Topics:* Eligibility — general; eligibility — age; residence and medical; eligibility — service requirements; income — general; income — casual earnings; income — social assistance; allowances — general; allowances — overpayment; reports and statistics; research; studies; surveys.

YUKON TERRITORY WATER BOARD

Chapter 103

YUKON TERRITORY WATER BOARD

(YTW)

005 Water Use Register
010 Water Use Application File
015 Licence Files

CHAIRMAN
YUKON TERRITORY WATER BOARD
200-4114, 4th AVENUE
WHITEHORSE, YUKON
Y1A 4N7

YUKON TERRITORY WATER BOARD

Background

The Yukon Territory Water Board is a nine-member quasi-judicial body appointed by and responsible to the Minister of Indian Affairs and Northern Development. Its responsibility is to manage and protect the Yukon's surface and sub-surface water resources.

Three of the nine appointed members are chosen officials from three federal government departments with specific interests in protecting the water resources in the Yukon. These departments are Indian Affairs and Northern Development, Environment Canada, and Health and Welfare Canada. Of the remaining six members, three are nominated by the government of the Yukon Territory for appointment by the Minister; the other three are appointed at the discretion of the Minister. This selection procedure ensures that the Board is representative of Yukoners in general. The chairman of the Board is appointed by the Minister.

Laws and Regulations

- Northern Inland Waters Act, 1970, Regulations approved by Governor-in-Council in 1972

Overall Responsibilities

Under the authority of the *Northern Inland Waters Act*, the Board regulates the use of water through the issuance of Water Use Licences.

Water Use Licences are issued for hard rock mining hydropower generation, municipal use in some cases, placer gold mining and other industrial purposes. A licence application received by the Board is reviewed at a public hearing, and advertised in the Canada Gazette and local newspapers; at the hearing the case is presented by the applicant before the Board; in addition, members of the public who have submitted a written notice of intention to intervene before the hearing may present arguments for or against the issuance of a licence to the applicant.

If no intervenors come forward before the date set for the public hearing, the hearing is cancelled, the Board considers the application without public input, and a licence is either issued or denied. A licence drafted by the Board generally contains terms and conditions which reflect a balance between protection of the water resources and their exploitation as proposed by the applicant. The licence is then sent to the Minister whose signature renders it legally effective.

The regional manager, Water Resources, Yukon Region, Department of Indian Affairs and Northern Development, enforces the terms and conditions of Water Use Licences. The manager and his staff also serve as technical advisors to the Board.

Access Procedures

Formal requests under the *Access to Information Act* should be addressed to

Chairman
Yukon Territory Water Board
200-4114 4th Avenue
Whitehorse, Yukon
Y1A 4N7
Telephone: (403) 668-4884

Classes of Records

YTW/YTW-005
Water Use Register
Description: Official Water Use Register. *Topics:* Water Use Licences and related documents; applications for licences; supporting documents, including engineering and design plans, construction schedules, as-built drawings, technical submissions; correspondence between the Board and the applicant; reasons for decision, and terms and conditions of the issued licence.

YTW/YTW-010
Water Use Application File
Description: Application forms describing the project, proposed water use, correspondence between the Board and applicant.

YTW/YTW-015
Licence Files
Description: Correspondence and other information on licences issued, such as documentation on monitoring programs and compliance with licence terms, in addition to that contained in the Water Use Register.

V. CROSS-REFERENCE INDEX OF NEW AND FORMER IDENTIFIERS

CLASS OF RECORDS CROSS-REFERENCE

1985 Number	1986 Number
AEC/ASB-090	AEC/DRR-090
AEC/ASB-095	AEC/DRR-095
AEC/ASB-100	AEC/DRR-100
AEC/ASB-105	AEC/DRR-105
AEC/ASB-110	AEC/DRR-110
AEC/ASB-115	AEC/DRR-115
AEC/FCM-120	AEC/DFC-120
AEC/FCM-125	AEC/DFC-125
AEC/FCM-130	AEC/DFC-130
AEC/FCM-135	AEC/PAB-215
AEC/FCM-140	AEC/DFC-140
AEC/FCM-145	AEC/DFC-145
AEC/FCM-150	AEC/DFC-150
AEC/FCM-155	AEC/DFC-155
AEC/FCM-160	AEC/DFC-160
AEC/FCM-165	AEC/DFC-165
AEC/FCM-175	AEC/DFC-175
AEC/FCM-180	AEC/DFC-180
AEC/FCM-185	AEC/DFC-185
AEC/FCM-190	AEC/DFC-190
AEC/FCM-195	AEC/DFC-195
AEC/FCM-200	AEC/DFC-200
AEC/RRB-260	AEC/ORC-260
CDI/LEG-030	CDI/MIS-035
CDI/MIS-005	CDI/MIS-035
CDI/MIS-010	CDI/MIS-035
CDI/MIS-015	CDI/MIS-035
CDI/MIS-020	CDI/MIS-035
CDI/MIS-025	CDI/MIS-035
CMH/CTS-340	CMH/ISO-340
CMH/CTS-345	CMH/ISO-345
CMH/CTS-350	CMH/ISO-350
CMH/CTS-355	CMH/PSO-355
CMH/CTS-360	CMH/PSO-360
CMH/NOS-165	CMH/PSO-165
CMH/NOS-170	CMH/PSO-170
CMH/NOS-175	CMH/PSO-175
CMP/CID-045	CMP/ECD-046
CMP/CID-070	CMP/CID-071
CMP/DEP-245	CMP/DEP-246
CMP/PRO-150	CMP/PRO-151
CMP/PRO-155	CMP/PRO-151
CRT/COR-065	CRT/SEC-065
CRT/COR-070	CRT/SEC-070
CRT/COR-075	CRT/SEC-075
CRT/COR-080	CRT/SEC-080
CRT/COR-085	CRT/SEC-085
CRT/COR-090	CRT/SEC-090
CRT/COR-095	CRT/SEC-095
CRT/COR-100	CRT/SEC-100
CRT/COR-105	CRT/SEC-105
CRT/COR-110	CRT/SEC-110
CRT/COR-115	CRT/SEC-115
DEA/JCX-010	DEA/JFB-010
DEA/JCX-015	DEA/JFB-015
DEA/JCX-020	DEA/JFB-020
DEA/SFB-150	DEA/BCB-150
DEA/SFB-155	DEA/BCB-155
DEA/SFB-160	DEA/BCB-160
DEA/SFB-170	DEA/BCB-170
DEA/SFB-175	DEA/BCB-175
DEA/SFB-185	DEA/JFB-022
DEA/SFB-190	DEA/JFB-023
DEA/SFB-195	DEA/JFB-024
DEA/SFB-205	DEA/CFX-003
DEA/SFB-210	DEA/IFB-121
DOA/CFS-630	DOA/CFS-690
DOC/ACA-270	DOC/ACA-270
DOC/ACL-215	DOC/PPI-215
DOC/ACS-250	DOC/PPP-250
DOC/ACS-255	DOC/ACF-255
DOC/ACS-260	DOC/PPI-260
DOC/ACS-265	DOC/CIP-265
DOC/ACS-275	DOC/ACA-275
DOC/PLB-025	DOC/ACP-026
DOC/PLB-030	DOC/ACP-031
DOC/PLB-035	DOC/ACP-036
DOC/PLB-040	DOC/ACP-041
DOC/PLT-045	DOC/TIP-046
DOC/PLT-050	DOC/TIP-051
DOC/PLT-055	DOC/TIP-056
DOC/PLT-060	DOC/TIP-061
DOC/REA-190	DOC/REI-190
DOC/TIA-085	DOC/DGI-086
DOC/TIA-090	DOC/MSP-090
DOC/TII-110	DOC/DGI-111
DOC/TII-115	DOC/RES-182
DOC/TIP-080	DOC/DGT-081
DOE/ECS-100	DOE/CAP-100
DOE/ECS-105	DOE/CAP-105
DOE/ECS-110	DOE/CAP-110
DOE/ECS-115	DOE/CAP-115
DOE/ECS-120	DOE/CAP-120
DOE/ECS-125	DOE/CAP-125
DOE/ECS-130	DOE/CAP-130
DOE/ECS-135	DOE/CAP-135
DOE/ECS-140	DOE/CAP-140
DOE/ECS-145	DOE/CAP-145
DOE/ECS-150	DOE/CAP-150
DOE/ECS-155	DOE/CAP-155
DOE/ECS-160	DOE/CAP-160
DOE/ECS-165	DOE/CAP-165
DOE/ECS-170	DOE/CAP-170
DOE/ECS-175	DOE/CAP-175
DOE/ECS-180	DOE/CAP-180
DOE/ECS-185	DOE/CAP-185
DOE/ECS-190	DOE/CAP-190
DOE/ECS-195	DOE/CAP-195
DOE/ECS-200	DOE/CAP-200
DOE/ECS-205	DOE/CAP-205
DOE/ECS-210	DOE/CAP-210
DOE/EPS-215	DOE/CAP-215
DOE/EPS-220	DOE/CAP-220
DOE/EPS-225	DOE/CAP-225
DOE/EPS-230	DOE/CAP-230
DOE/EPS-235	DOE/CAP-235
DOE/EPS-240	DOE/CAP-240
DOE/EPS-245	DOE/CAP-245
DOE/EPS-250	DOE/CAP-250
DOE/EPS-255	DOE/CAP-255
DOE/EPS-260	DOE/CAP-260
DOE/EPS-265	DOE/CAP-265
DOE/EPS-270	DOE/CAP-270
DOE/EPS-275	DOE/CAP-275

CLASS OF RECORDS CROSS-REFERENCE

1985 Number	1986 Number
DOE/EPS-280	DOE/CAP-280
DOE/EPS-285	DOE/CAP-285
DOE/EPS-290	DOE/CAP-290
DOE/EPS-295	DOE/CAP-295
DOE/EPS-300	DOE/CAP-300
DOT/AAA-085	DOT/AAG-085
DOT/DRG-285	DOT/COD-285
DOT/DRP-290	DOT/COD-290
DOT/DSH-255	DOT/COD-255
DOT/DSH-260	DOT/COD-260
DOT/DSH-265	DOT/COD-265
DOT/DSH-270	DOT/COD-270
DOT/DWD-280	DOT/COD-280
DOT/FSD-090	DOT/AAA-090
DOT/TDG-035	DOT/SDG-035
ECC/CRA-005	ECC/PAA-057
ECC/CRA-035	ECC/CRA-036
ECC/CRA-035	ECC/CRA-037
ECC/CRA-035	ECC/CRA-038
ECC/CRA-035	ECC/CRA-039
EIC/COR-060	EIC/SEC-060
EIC/LMD-290	EIC/CJS-290
EIC/LMD-295	EIC/CJS-295
EIC/LMD-300	EIC/CJS-300
EIC/LMD-305	EIC/CJS-305
EIC/LMD-310	EIC/CJS-310
EIC/LMD-315	EIC/CJS-315
EIC/LMD-320	EIC/CJS-320
EIC/LMD-325	EIC/CJS-325
EIC/LMD-330	EIC/CJS-330
EIC/LMD-335	EIC/EMP-335
EIC/LMD-340	EIC/EMP-340
EIC/LMD-345	EIC/EMP-345
EIC/LMD-350	EIC/EMP-350
EIC/LMD-355	EIC/EMP-355
EIC/LMD-360	EIC/EMP-360
EIC/LMD-365	EIC/EMP-365
EIC/LMD-370	EIC/EMP-370
EIC/LMD-375	EIC/EMP-375
EIC/LMD-380	EIC/EMP-380
EIC/LMD-385	EIC/EMP-385
EIC/LMD-390	EIC/CJS-390
EIC/LMD-395	EIC/CJS-395
EIC/LMD-400	EIC/CJS-400
EIC/LMD-405	EIC/CJS-405
EIC/LMD-410	EIC/CJS-410
EIC/LMD-415	EIC/CJS-415
EIC/SPP-700	EIC/IMM-126
FIN/CFD-530	FIN/EDD-530
FIN/CRT-770	FIN/TPL-731
FIN/EFD-130	FIN/EAD-130
FIN/EFD-135	FIN/EAD-135
FIN/EFD-140	FIN/EAD-140
INA/ADM-370	INA/ADM-361
INA/ADM-375	INA/ADM-366
INA/ADM-380	INA/ADM-371
INA/ADM-385	INA/ADM-376
INA/ADM-390	INA/ADM-381
INA/CPS-025	INA/SGP-011
INA/CPS-030	INA/NAP-226
INA/CPS-035	INA/EDP-101
INA/CPS-045	INA/SGP-006
INA/IIA-050	INA/EDP-096
INA/IIA-055	INA/EDP-091
INA/IIA-060	INA/LRT-111
INA/IIA-065	INA/LRT-116
INA/IIA-070	INA/LRT-121
INA/IIA-075	INA/LRT-106
INA/IIA-080	INA/ISP-021
INA/IIA-085	INA/ISP-026
INA/IIA-090	INA/ISP-031
INA/IIA-095	INA/ISP-036
INA/IIA-100	INA/ISP-046
INA/IIA-105	INA/ISP-041
INA/IIA-110	INA/EDP-086
INA/IIA-115	INA/EDP-071
INA/IIA-120	INA/EDP-066
INA/IIA-125	INA/EDP-081
INA/IIA-130	INA/EDP-076
INA/IIA-140	INA/LRT-126
INA/IIA-145	INA/ISP-051
INA/IIA-150	INA/ISP-056
INA/NAP-155	INA/NAP-146
INA/NAP-160	INA/NAP-151
INA/NAP-165	INA/NAP-156
INA/NAP-170	INA/NAP-161
INA/NAP-175	INA/NAP-166
INA/NAP-180	INA/NAP-171
INA/NAP-185	INA/NAP-176
INA/NAP-190	INA/NAP-181
INA/NAP-195	INA/NAP-186
INA/NAP-200	INA/NAP-191
INA/NAP-205	INA/NAP-196
INA/NAP-210	INA/NAP-201
INA/NAP-215	INA/NAP-206
INA/NAP-220	INA/NAP-211
INA/NAP-225	INA/NAP-216
INA/NAP-230	INA/NAP-221
INA/NAP-235	INA/NAP-231
INA/NAP-240	INA/NAP-236
INA/NAP-245	INA/NAP-241
INA/NAP-250	INA/NAP-246
INA/NAP-255	INA/NAP-251
INA/NAP-260	INA/NAP-256
INA/NAP-265	INA/NAP-261
INA/NAP-270	INA/NAP-266
INA/NAP-275	INA/NAP-271
INA/NAP-280	INA/NAP-276
INA/NAP-285	INA/NAP-281
INA/NAP-290	INA/NAP-286
INA/NAP-295	INA/NAP-291
INA/NAP-300	INA/NAP-296
INA/NAP-305	INA/NAP-301
INA/NAP-310	INA/NAP-306
INA/NAP-315	INA/NAP-311
INA/NAP-320	INA/NAP-316
INA/NAP-325	INA/NAP-321
INA/NAP-330	INA/NAP-326
INA/NAP-335	INA/NAP-331
INA/NAP-340	INA/NAP-336
INA/NAP-345	INA/NAP-341
INA/NAP-350	INA/NAP-346
INA/NAP-355	INA/NAP-351
INA/NAP-360	INA/NAP-356

CLASS OF RECORDS CROSS-REFERENCE

1985 Number	1986 Number	1985 Number	1986 Number
INS/OPS-010	INS/ACT-010	OCG/PEB-135	OCG/PEB-136
JUS/JUS-005	JUS/CLB-005	OCG/PEB-140	OCG/PEB-136
JUS/JUS-010	JUS/CVL-010	OCG/PEB-145	OCG/PEB-136
JUS/JUS-020	JUS/LPB-020	OCG/PEB-150	OCG/PEB-136
JUS/JUS-025	JUS/CPL-025	OCG/PEB-155	OCG/PEB-136
JUS/JUS-030	JUS/PPR-030	OCG/PEB-160	OCG/PEB-136
JUS/JUS-035	JUS/PPR-035	OCG/PEB-165	OCG/PEB-136
JUS/JUS-040	JUS/ADB-040	OCG/PEB-170	OCG/PEB-136
JUS/JUS-045	JUS/DMO-045	OSW/OSW-005	OSW/OSW-020
LAB/EIR-140	LAB/FPR-121	OSW/OSW-005	OSW/OSW-025
LAB/SPF-120	LAB/FPR-120	OSW/OSW-010	OSW/OSW-030
NCC/DEB-020	NCC/DEB-021	OSW/OSW-015	OSW/OSW-050
NCC/DEB-025	NCC/DEB-022	OSW/OSW-020	OSW/OSW-005
NCC/DEB-030	NCC/DEB-023	OSW/OSW-025	OSW/OSW-060
NCC/FAB-090	NCC/FAB-066	OSW/OSW-030	OSW/OSW-010
NCC/FAB-095	NCC/SEC-016	OSW/OSW-030	OSW/OSW-035
NCC/FAB-100	NCC/SEC-017	OSW/OSW-035	OSW/OSW-040
NCC/FAB-105	NCC/SEC-018	OSW/OSW-040	OSW/OSW-045
NCC/PAB-035	NCC/PAB-031	PAC/DAO-010	PAC/PBR-010
NCC/PAB-040	NCC/PAB-032	PAC/LPO-150	PAC/PPC-150
NCC/PAB-045	NCC/PAB-033	PAC/PAL-135	PAC/PPB-135
NCC/PAB-050	NCC/SEC-019	PAC/PAL-140	PAC/PPB-140
NCC/PLB-080	NCC/PLB-059	PAC/PAL-145	PAC/PPB-145
NCC/PLB-085	NCC/PLB-062	RCT/IAE-025	RCT/CCD-021
NCC/PRB-055	NCC/PRB-041	RCT/IAE-030	RCT/CCD-026
NCC/PRB-060	NCC/PRB-044	RCT/IAE-035	RCT/CCD-031
NCC/PRB-065	NCC/PRB-048	RCT/LEG-040	RCT/LIA-036
NCC/PRB-070	NCC/PRB-052	RCT/LEG-045	RCT/LIA-041
NCC/PRB-075	NCC/PRB-056	RCT/LEG-050	RCT/LIA-046
NEB/SSB-085	NEB/OOS-085	RCT/LEG-055	RCT/LEG-051
NEB/SSB-090	NEB/OOS-090	RCT/LEG-060	RCT/LIA-056
NLC/CAT-040	NLC/ABS-040	RCT/LEG-070	RCT/LIA-066
NLC/CAT-045	NLC/ABS-045	RCT/LEG-075	RCT/LIA-071
NLC/CAT-050	NLC/ABS-050	RCT/LEG-080	RCT/LIA-076
NLC/CAT-055	NLC/ABS-055	RCT/LEG-085	RCT/LIA-081
NLC/CAT-060	NLC/ABS-060	RCT/LEG-090	RCT/LIA-086
NLC/CAT-065	NLC/ABS-065	RCT/LEG-095	RCT/LIA-091
NLC/CDB-030	NLC/ABS-030	RCT/LEG-100	RCT/LIA-096
NLC/CDB-035	NLC/ABS-035	RCT/LEG-105	RCT/LIA-101
NRC/CCS-140	NRC/DSP-140	RCT/LEG-110	RCT/LIA-106
NRC/CCS-145	NRC/DSP-145	RCT/LEG-115	RCT/LIA-111
NRC/CCS-150	NRC/DSP-150	RCT/LEG-120	RCT/LIA-116
NRC/CCS-155	NRC/DSP-155	RCT/MCD-005	RCT/CCD-006
NRC/CCS-160	NRC/DSP-160	RCT/MCD-010	RCT/CCD-011
NRC/CCS-161	NRC/DSP-161	RCT/MCD-020	RCT/CCD-016
NRC/DEE-265	NRC/DMS-460	RCT/PSB-125	RCT/PSB-121
NRC/NAE-495	NRC/DSP-495	RCT/PSB-130	RCT/PSB-126
OCG/MPB-025	OCG/MPB-026	RCT/PSB-135	RCT/PSB-131
OCG/MPB-030	OCG/MPB-026	RCT/PSB-140	RCT/PSB-136
OCG/PCU-005	OCG/PCU-006	RCT/PSB-145	RCT/PSB-141
OCG/PCU-010	OCG/PCU-006	RCT/PSB-150	RCT/PSB-146
OCG/PCU-015	OCG/PCU-006	RCT/PSB-180	RCT/PSB-181
OCG/PCU-020	OCG/PCU-006	RCT/PSB-185	RCT/PSB-186
OCG/PDB-040	OCG/PDB-041	RCT/PSB-190	RCT/PSB-191
OCG/PDB-060	OCG/PDB-041	RCT/PSB-195	RCT/PSB-196
OCG/PDB-065	OCG/PDB-041	RCT/PSB-200	RCT/PSB-201
OCG/PDB-070	OCG/PDB-041	RCT/PSB-205	RCT/PSB-206
OCG/PDB-080	OCG/PDB-041	RCT/PSB-210	RCT/PSB-211
OCG/PDB-090	OCG/PDB-041	RCT/PSB-215	RCT/PSB-216
OCG/PDB-105	OCG/MPB-037	RCT/PSB-220	RCT/PSB-221
OCG/PDB-110	OCG/PDB-041	RCT/PSB-225	RCT/PSB-226
OCG/PDB-115	OCG/PDB-041	RCT/PSB-230	RCT/PSB-231

CLASS OF RECORDS CROSS-REFERENCE

1985 Number	1986 Number
RCT/PSB-235	RCT/PSB-236
RCT/PSB-240	RCT/PSB-241
RCT/PSB-245	RCT/PSB-246
RCT/PSB-250	RCT/PSB-251
RCT/PSB-255	RCT/PSB-256
RCT/PSB-260	RCT/PSB-261
RCT/PSB-265	RCT/PSB-266
RCT/PSB-270	RCT/PSB-271
RCT/PSB-275	RCT/PSB-276
RCT/PSB-280	RCT/PSB-281
RCT/PSB-285	RCT/PSB-286
RCT/PSB-290	RCT/PSB-291
RCT/PSB-295	RCT/PSB-296
RET/LEG-065	RCT/LIA-061
RIE/AMR-120	RIE/AMR-410
RIE/AMR-120	RIE/AMR-415
RIE/AMR-120	RIE/AMR-420
RIE/AMR-120	RIE/AMR-425
RIE/AMR-120	RIE/AMR-430
RIE/AMR-120	RIE/AMR-435
RIE/BSP-175	RIE/ISP-175
RIE/BSP-180	RIE/ISP-180
RIE/BSP-185	RIE/ISP-185
RIE/BSP-190	RIE/ISP-190
RIE/BSP-195	RIE/SBS-490
RIE/BSP-200	RIE/ISP-200
RIE/COM-903	RIE/COM-440
RIE/COM-903	RIE/COM-445
RIE/COM-903	RIE/COM-450
RIE/COM-903	RIE/COM-455
RIE/EMP-160	RIE/IRB-525
RIE/ORD-320	RIE/FED-320
RIE/SEI-080	RIE/SEI-380
RIE/SEI-080	RIE/SEI-385
RIE/SEI-080	RIE/SEI-390
RIE/SEI-080	RIE/SEI-395
RIE/SEI-080	RIE/SEI-400
RIE/SEI-080	RIE/SEI-405
STC/ADD-550	STC/SAD-550
STC/DAC-575	STC/DAC-615
STC/FIN-580	STC/FIN-635
STC/MAN-570	STC/MAN-605
STC/SAD-560	STC/SAD-555
STC/TSR-555	STC/TSR-560
VAC/VLA-050	VAC/DVA-050
VAC/VLA-055	VAC/DVA-055
VAC/VLA-060	VAC/DVA-060
VAC/VLA-065	VAC/DVA-065
VAC/VLA-070	VAC/DVA-070
VAC/VLA-075	VAC/DVA-075
VAC/VLA-080	VAC/DVA-080
VAC/VLA-085	VAC/DVA-085
VAC/VLA-090	VAC/DVA-090
VAC/VLA-095	VAC/DVA-095
VAC/VLA-100	VAC/DVA-100
VAC/VLA-105	VAC/DVA-105
VAC/VLA-110	VAC/DVA-110
VAC/VLA-115	VAC/DVA-115
VAC/VLA-120	VAC/DVA-120
VAC/VLA-125	VAC/DVA-125
VAC/VSB-020	VAC/DVA-020
VAC/VSB-025	VAC/DVA-025
VAC/VSB-030	VAC/DVA-030
VAC/VSB-035	VAC/DVA-035
VAC/VSB-040	VAC/DVA-040
VAC/VSB-045	VAC/DVA-045